

Source: *Meeting Wise: Making the Most of Collaborative Time for Educators*. K.P. Boudett, & E.A. City. (Cambridge, MA: Harvard Education Press, 2014), p.12.



## Try It Yourself

### Estimate the Cost of Meetings

1. Think of a regular meeting you attend. Estimate the cost of that meeting in a year (multiply the number of *people* at the meeting by the number of *hours* in the meeting by the average *hourly earnings* of the people in the meeting by the number of *meetings per year*). What is the annual investment in that meeting?

\_\_\_ people × \_\_\_ hours × \_\_\_ hourly earnings × \_\_\_ meetings per year = \$ \_\_\_\_\_/year

2. Estimate the cost of *all* the meetings in your organization.

Meeting type	A. Number of <i>people</i> at this type of meeting	B. Number of <i>hours</i> this meeting lasts	C. <i>Average</i> <i>hourly</i> <i>earnings</i> of participants	D. <i>Number of</i> <i>meetings</i> per year	E. <i>Cost of</i> meeting per year (AxBxCxD)
Total annual investment in all meetings per year					

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## Try It Yourself

### Rate the Quality of Your Meetings

Using the circle below, create a pie chart that captures your perception of the percentage of meetings that *you* attend in your organization that are an excellent use of time, a tolerable use of time, and a waste of time.

**Quality Breakdown of My Meetings**

