THINK productive

Fixing Meetings

Making meetings rare, fun and productive again

Improve Your Meetings: Make Every Minute Count

Endless meetings. Back-to-back calendars. Sound familiar? What if you could improve your meetings, break the cycle, and ensure your team never sits through another mundane or fruitless meeting?

It's time for a meetings revolution.

A fully customisable session

We recommend:

In-person or online | 3hrs | Up to 20 people

What you'll learn & do

During this hands-on session, your people will discover:

- The 4Ps framework, Purpose, Plan, People, Protocols, for building meetings worth attending
- How to question whether a meeting is even needed, before defaulting to booking one
- The 40:20:40 approach: preparation, delivery and follow-through, so decisions actually get implemented instead of forgotten
- How to positively and confidently challenge bad meeting habits, whatever their role in the room
- Tools for making hybrid and remote meetings work fairly, addressing proximity bias and time-zone friction

94% of participants would recommend our workshops

This workshop is for you if...

- Your organization is losing hours every week to meetings that are too long, too frequent or missing a clear purpose
- You're a manager or team leader who wants to model better meeting habits but needs a shared framework the whole team buys into
- You're an HR or L&D lead responding to feedback that meetings culture is a source of frustration, burnout or wasted time
- You want a session where people make practical changes to real meetings on the day, not just discuss the theory

What this workshop offers

- **Learning by doing.** Real changes made to real meetings during the session, not case studies to apply later
- **Permission to say no.** Everyone leaves feeling able to positively challenge bad meeting habits, whatever their role
- **A format that fits.** A 3-hour session, in person or live online, for up to 20 people
- **AI as an ally.** Practical ways AI-powered scheduling and smart assistants can take the admin out of organizing meetings
- **Learning that lasts.** Every participant gets access to the Productivity Ninja® Academy

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What you'll do

You'll start by facing the real cost of meetings, honestly, including questioning whether some shouldn't exist at all. From there, you'll build a shared framework using the 4Ps: getting clear on purpose, planning properly, having the right people in the room, and setting protocols everyone actually follows.

You'll also work through the 40:20:40 approach, putting real weight on preparation and follow-through rather than just the meeting itself, so decisions made in the room actually get implemented afterwards. Because this session works on real meetings, not case studies, you'll leave having already made changes, not just planned to. You'll also look at how AI-powered scheduling and assistants can support better organization and follow-up, without adding another layer of admin.

What happens when meetings work

When teams learn to run meetings with purpose, everything changes:

- Calendars stop filling up by default, because people feel able to question whether a meeting's needed at all
- Meetings start with clear purpose and end with clear next steps
- Decisions get made in the room, not deferred to yet another meeting
- Follow-through happens, because preparation and follow-up get as much weight as the meeting itself
- People leave meetings with energy, not drained by them

Faith in Action

"One of the most useful meetings I've ever been to!"

Lev Eakins

Benefits & Results

The most immediate benefit is time back: fewer meetings, and the ones that remain actually worth attending. Because changes are made to real meetings during the session itself, people leave with something already fixed, not a framework to apply "when things calm down."

The deeper shift is in confidence. Once people have the 4Ps and the 40:20:40 approach as a shared language, they stop quietly resenting bad meetings and start positively challenging them, whatever their role in the room. Declining an unnecessary meeting stops feeling risky and starts feeling like good practice.

What your organization gets

A team with a shared standard for what a meeting is actually for, and permission to hold each other to it. That matters more than it sounds. Once everyone knows what “purpose” and “protocols” mean in practice, calendars stop filling up by default, hybrid and remote colleagues stop being an afterthought, and meetings stop being where good decisions go to get forgotten.

Edwin Coe

“It was great to take the time out to think outside the box and re-evaluate normal habits around meeting scheduling.”

Keeley Cox

Why it matters

Bad meetings aren’t a scheduling problem, they’re a culture problem. Nobody feels able to say no, so the calendar just keeps filling up.

- Meetings default to happening because they’re booked, not because they’re needed
- Unclear purpose and the wrong people in the room mean decisions stall instead of getting made
- Without a shared framework, nobody feels empowered to challenge outdated habits, so nothing changes

"One of the most useful meetings I've ever been to! My meetings have a clear purpose and feel more driven and results orientated."

Lev Eakins – Brighton & Hove Faith in Action

Your workshop. Your way.

We recommend a **3-hour** workshop for a team of up to **20 people**, but like all our workshops, it can also be tailored to your exact needs.

Available options:

Formats

In-person | Online

Group size

Recommended: up to 20 | Keynote length: unlimited

Duration

Recommended: 3 hours | Keynote length: 90 mins-2 hrs