Leveraging Effective Technology: Maximizing Communications with Students and Global Partners
Hello! Nice to meet you.

Julianna Kobs
- 33Vincent
- julianna@33vincent.com

Nikki Powers:
- GoAbroad.com
- nikki.powers@goabroad.com

Sarah O’Donnell:
- Colorado State University
- sarah.odonnell@colostate.edu
Three Questions
What we’ll talk about

Messaging
Email
Time Management
MESSAGING
Marketing
Vs. Communication

Assume Positive Intentions

Be consistent with everyone

Lead by example, make the virtual world a better place!
Welcoming the ‘Google It’ Generation

Generation Z

Born 1995 - 2010
0 - 22 years old
In college from 2013 - on

- Less focused
- Better Multi-Taskers
- More entrepreneurial
- Born social
- More global
- Diversity is an expectation

How Generation Z communicates:

- Multiple screens
- Frequent, instant, succinct
- Culture creators
- Multiple interactions at once
- Short attention span

Netflix  ➔  Texting  ➔  Instagram
3,000
Text messages received a month

Handwritten or typed letter.
Students,

Scholarship applications are due tomorrow. Please go to the Education Abroad website to find information about the scholarships. http://educationabroad.colostate.edu/ Applications that students have spent time on have the best chance of getting awarded. Don’t wait until the last minute! There are lots of scholarships so make sure to consider which ones work for you. The application is on the myEdAbroad portal https://studioabroad.colostate.edu/csueid_login.cfm.

Good luck,
Beth
Dear Fall 2017 Education Abroad Students,

I wanted to remind you that Saturday, April 15 is the deadline to apply for scholarships through the CSU Education Abroad Common Scholarship Application, which includes Office of International Programs merit-based, needs-based, and Mona Mitchell scholarships, as well as affiliate and departmental scholarships. You can also consult the Education Abroad Scholarship Page for information about additional, external scholarships. Let me know if you have questions!!

Cheers,
Beth
The CSU Education Abroad Common Scholarship Application is accepting applications until October 15th! The EA Common Application will automatically consider you for all scholarships you are eligible for.

General eligibility requirements:

- CSU student
- 2.5 GPA

Applied via myEdAbroad for a program during one of the following terms: Winter Break, Spring, Spring Break or Calendar Year 2018

The application includes basic demographic information about the applicant and their Education Abroad program. All applicants are required to respond to three short-answer questions:

- How will the education abroad opportunity directly contribute to your studies at CSU and your goals for the future?
- Briefly describe your academic, extracurricular, and personal accomplishments that demonstrate your achievements.
- What challenges do you face (personal, academic, financial, or other) that affect your ability to participate in education abroad?

Please be sure to completely answer each question as the responses are reviewed using a rubric and strongly considered when awarding scholarships.

More information about the scholarship opportunities are listed on the Education Abroad Scholarship Opportunities webpage. Any additional questions can be sent to educationabroad@colorado.edu.

Good luck! Go Rams!
# Technology is our friend!

<table>
<thead>
<tr>
<th>Email</th>
<th>Sent</th>
<th>Open Rate</th>
<th>Click Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Scholarship Deadline Reminder - October 15</td>
<td>Sent</td>
<td>67.4%</td>
<td>12.8%</td>
</tr>
<tr>
<td>Regular · Scholarship Deadline Reminder - October 15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sent Fri, October 13th 3:45 PM to 454 recipients</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Sent</th>
<th>Open Rate</th>
<th>Click Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship Deadline Reminder - October 15 (copy 01)</td>
<td>Sent</td>
<td>67.0%</td>
<td>9.9%</td>
</tr>
<tr>
<td>Regular · Scholarship Deadline Reminder - October 15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sent Fri, October 6th 2:08 PM to 494 recipients</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Gen Xer Parenting

Generation X
Born 1965 - 1980
52 - 37 years old
In college from 1983 - 2002
- Latch Key/MTV Generation
- Slackers, Cynical, Disaffected
- Work-Life Balance
- Don’t seek the limelight
- Fairly comfortable with technology

Helicopter parents → Stealth Fighter Parents
- Don’t just hover!
- Multi-taskers, well researched - give them data!
- Greater good v. Child’s outcome
- Expect customer-service oriented business
- Market to them, create relationships
Parenting guide example
Emergency Contact Outreach

Dear Parents, Families and Friends:

We are excited that your student has chosen to participate in an Education Abroad program! Because education abroad is such an important experience in your student’s life, we want to provide you with a brief overview of the education abroad process. We also encourage you to discuss specific program details with your student.

Application & Commitment
Your student applied and committed to an education abroad program. The application process consists of a personal essay, passport verification, CSU Education Abroad Agreement and Release, and/or a recommendation letter. When committing to the program, your student also completed the CSU Contractual Commitments and CSU Financial Timeline, and Student Participation, Waiver of Liability, Release and Hold Harmless Agreement.

Pre-Departure Orientation
Travel health consultations in conjunction with Pre-departure Guide are provided for all CSU faculty/staff students. Topics include: important travel documents, in-country arrival and accommodations, money and banking, communication, safety, international insurance, site-specific packing tips, emergency procedures, and more. We strongly encourage students to discuss this information and share the guide with their families/emergency contacts.

Health & Safety Video
Every student is required to watch the Health & Safety Video in their predeparture portal.

Communication
We stress the importance of students contacting home immediately upon arrival overseas. We also instruct students to establish primary means of communication with emergency contacts before departing the U.S. CSU Faculty/staff program leaders communicate the safe arrival of all students studying abroad to the CSU Office of International Programs. The Education Abroad staff uses e-mail as the principal means of communicating with students, and we emphasize that students must agree to check their CSU e-mail accounts regularly while abroad.

International Risks
Please be assured that we would notify you immediately in the unlikely event of an emergency affecting the health, safety, or security of your student abroad. To ensure that relevant safety information is communicated to students, we are in regular communication with our colleagues overseas and at other U.S. institutions. CSU’s International Risk Manager also monitors several security resources and emergency procedures are in place.

International Medical and Evacuation Insurance
All participants are insured with medical and evacuation coverage including group natural disaster and security evacuation.

CSU Online Resources:
- Education Abroad Staff: educationabroad.colostate.edu/education-abroad-staff/
- Preparing to Depart: educationabroad.colostate.edu/preparing-to-depart/
- While You Are Abroad: educationabroad.colostate.edu/while-you-are-abroad/
- Financial Information: educationabroad.colostate.edu/financial-information/

Additional Resources
We encourage students and emergency contacts to consult several other websites containing important information about traveling overseas, especially if students are considering traveling outside of their host countries:
- The U.S. State Department: http://travel.state.gov/
Partners/Team

- Who are you partners?
- Think about your team.
Balance

- Balance: Promote programs v. promote academic value
- Something that connects now v. will last 3 years
- Design & content matters: building trust with this generation demands high quality communication (they are evaluating your quality)
- Where does social media come into your communications plan?
EMAIL
WHY EMAIL?
US Consumers Check Their Email Frequently

- Watching TV/Movie: 69%
- Bed: 57%
- Vacation: 53%
- Bathroom: 45%
- On the Phone: 44%
- Walking: 38%
- Commuting: 34%
- Meal with Others: 31%
- Face-to-face: 21%
- Working Out: 20%
- Driving: 17%
- Formal Ceremony: 11%

Question: In the last month, during which of these situations have you checked your email?
Source: Adobe, 2016, n = 1,000
US Consumers Check Their Email Frequently

- Watching TV/Movie: 69%
- Bed: 57%
- Vacation: 53%
- Bathroom: 45%
- On the Phone: 44%
- Walking: 38%
- Commuting: 34%
- Meal with Others: 31%
- Face-to-face: 21%
- Working Out: 20%
- Driving: 17%
- Formal Ceremony: 11%

Question: In the last month, during which of these situations have you checked your email?
Source: Adobe, 2016, n = 1,000
WHY EMAIL?

ON THE DAILY

- 215B emails worldwide
- 80 emails per individual
- 4-6 hours in email
COMPOSING MORE POWERFUL EMAILS
TOP THREE COMPONENTS

01
SUBJECT LINE

02
BODY: LANGUAGE

03
BODY: STRUCTURE
The Best + Worst Subject Lines

▷ Search Friendly
▷ Add Deadline
▷ No Subject No More
▷ Change the Subject
The Best + Worst Subject Lines

“Meeting Follow-up” vs.
“CRM Launch Meeting: Follow-up & Next Steps”

Change the Subject
The Best + Worst Subject Lines

“Meeting Follow-up”

vs.

“CRM Launch Meeting: Follow-up & Next Steps”

“October Customized Program”

vs.

“CSU Quito Conservation Prog. Oct 2017 | Itinerary”

Change the Subject
The Best + Worst Subject Lines

- Search Friendly
- Add Deadline
- No Subject No More
- Change the Subject
TOP THREE COMPONENTS

01 SUBJECT LINE

02 BODY: LANGUAGE

03 BODY: STRUCTURE
GOOD VS. GREAT
WORK ON THAT BODY

- Communicate your needs clearly
- Be concise
- Trade up: use more powerful verbs
- Cut what doesn’t add value
Hi Bruce,

Thank you for your time and thoughtful feedback on Wednesday’s call. I have translated my takeaways into next steps, recapped below. Please review prior to our call tomorrow afternoon.

- **Weekly Digest**: Here is a sample of the weekly digest you can expect from me. It rolls up all outstanding questions and requested action steps for the week. Following this first iteration, you’ll receive a dedicated digest each Monday morning.
- **External Communications**: I am ready to dive in. I’ve scheduled time for us to review my communication plan on Thursday, 3/14, and I’ve included a recommended list of contacts for my first tier of outreach.
- **Inbox Management**: I will complete 33Vincent Academy’s class, “Conquer Your inbox: Email & Inbox Management,” by Friday, 3/24. I’ll share some changes to follow. As I put my takeaways into practice, your inbox will be as polished as it’s ever been!

Thank you again for your feedback and candor. It’s truly a pleasure working with you.

Best,

Jane Doe
Executive Assistant
33Vincent - 555-555-5555
Facebook - Twitter - Instagram
TOP THREE COMPONENTS

01
SUBJECT LINE

02
BODY: LANGUAGE

03
BODY: STRUCTURE
WORK ON THAT BODY

- Put action items and/or deadlines upfront
- Use bulleting
- Hyperlink to more detail
- Consider your recipient
GOOD VS. GREAT

Meeting Follow-up

Bruce Wayne

Meeting Follow-up

Hi Bruce,

I just wanted to thank you for your time on the call today. I really appreciate all your feedback and suggestions about how I can better use email in my work with you! I’m excited to make some changes in the near future. I am sorry to send yet another email, but I wanted to follow-up with my takeaways on the topics from today’s discussion. Because you shared that I could be more effective with my email voice & style, as well as my inbox management, I’ve included a few of my takeaways here:

I will be sure to start compiling all of my requests and questions for you into a daily or weekly digest, instead of sending you so many one-off emails. I will also work diligently to strengthen my voice and tone via email, so that I can begin to take over some of the external communication needs on your behalf. Finally, I will take a class on effective inbox management so that I can become an expert in helping you keep your inbox clear and manageable from here on out:

Again, thank you for your time and feedback on today’s call. I really enjoy working with you and I hope I can improve on some of these skills in the next four weeks!

Please let me know if you have any other thoughts or questions.

Warmly,

Jane Doe
Executive Assistant
33Nincrd - 555-555-5555
Facebook - Twitter - Instagram
Hi Bruce,

Thank you for your time and thoughtful feedback on Wednesday’s call. I have translated my takeaways into next steps, recapped below. Please review prior to our call tomorrow afternoon.

- **Weekly Digest**: Here is a sample of the weekly digest you can expect from me. It rolls up all outstanding questions and requested action steps for the week. Following this first iteration, you'll receive a dedicated digest each Monday morning.
- **External Communications**: I am ready to dive in. I’ve scheduled time for us to review my communication plan on Thursday, 3/14, and I’ve included a recommended list of contacts for my first tier of outreach.
- **Inbox Management**: I will complete 33Vincent Academy’s class, “Conquer Your Inbox: Email & Inbox Management,” by Friday, 3/24. I’ll share some changes to follow. As I put my takeaways into practice, your inbox will be as polished as it’s ever been!

Thank you again for your feedback and candor. It’s truly a pleasure working with you.

Best,

Jane Doe
Executive Assistant
33Vincent - 555-555-5555
Facebook - Twitter - Instagram
TOP THREE COMPONENTS

01
SUBJECT LINE

02
BODY: LANGUAGE

03
BODY: STRUCTURE
TAKE BACK CONTROL OF YOUR INBOX
SEEK FIRST TO UNDERSTAND, THEN TO ORGANIZE
GETTING CLOSER TO ZERO

INBOX ZERO:
MYTH OR REALITY?
GETTING CLOSER TO ZERO

Set an attainable goal

INBOX ZERO:

MYTH OR REALITY?
GETTING CLOSER TO ZERO

Set an attainable goal
Establish a system
GETTING CLOSER TO ZERO

- Set an attainable goal
- Establish a system
- Send fewer emails

INBOX ZERO:
MYTH OR REALITY?
INBOX ZERO:
MYTH OR REALITY?

GETTING CLOSER TO ZERO

- Set an attainable goal
- Establish a system
- Send fewer emails
- Nudge
WHEN YOU’RE TOO BUSY

01
THE FIVE MINUTE RULE

02
RESPOND WITHIN 48 HOURS

03
FALL IN LOVE WITH EMAIL TEMPLATES

04
ENLIST HELP
WHEN YOU’RE TOO BUSY

01
THE FIVE MINUTE RULE

02
RESPOND WITHIN 48 HOURS

03
FALL IN LOVE WITH EMAIL TEMPLATES

04
ENLIST HELP
WHEN YOU’RE TOO BUSY

01
THE FIVE MINUTE RULE

02
RESPOND WITHIN 48 HOURS

03
FALL IN LOVE WITH EMAIL TEMPLATES

04
ENLIST HELP
FREQUENT EMAILS
WHEN YOU’RE TOO BUSY

01
THE FIVE MINUTE RULE

02
RESPOND WITHIN 48 HOURS

03
FALL IN LOVE WITH EMAIL TEMPLATES

04
ENLIST HELP
PRO TIP

ENABLE SEND + ARCHIVE
TIME
MANAGEMENT
How long is a minute?
Wellness Affects Productivity

Track Time & Work Towards Goals

Run Efficient Meetings
Every Day in the U.S.

1 Million
Call in because of stress-related illness

$200 - $300 Billion
In annual lost productivity
Stress in the Workplace

Human Performance Curve

An employee in the “calm” spectrum is not mentally stimulated enough in the workplace.

Eustress

Moderate or normal psychological stress interpreted as being beneficial for the experience.

Dis-stress

Extreme anxiety, sorrow or pain.

Under-Stimulated

Optimal Performance

Distress

51% of employees report feeling “not engaged” at work.

62% of Americans have called off sick due to stress.

ONLY 13% of employees report feeling “engaged” at work.
Sleep Deprivation in the U.S.

40.6 Million
American workers who don’t get enough sleep (CDC)

30% of workforce

$63 Billion
Annual lost productivity for lack of sleep alone
“Self-care is no longer a luxury; it’s part of the job”

- Harvard Business Review
Easy self care (that can be surprisingly challenging to do)

- Exercise
- Meditate
- Declutter
- Sleep
- Take Breaks
- Be Around People
- Say No
What I did on Monday
# Tasks tracked last week (2017-04-17 - 2017-04-23)

<table>
<thead>
<tr>
<th>Workspace</th>
<th>Project</th>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Guide</td>
<td>inbox</td>
<td></td>
<td>00:32:23</td>
</tr>
<tr>
<td>ASA</td>
<td></td>
<td></td>
<td>00:52:33</td>
</tr>
<tr>
<td>Client</td>
<td>Abbey Road</td>
<td>Programs</td>
<td>00:17:10</td>
</tr>
<tr>
<td>Client</td>
<td>Abbey Road</td>
<td>Programs</td>
<td>00:24:30</td>
</tr>
<tr>
<td>Client</td>
<td>Africa Integrative Medicine</td>
<td></td>
<td>00:32:47</td>
</tr>
<tr>
<td>Client</td>
<td>CEA</td>
<td></td>
<td>00:15:47</td>
</tr>
<tr>
<td>Client</td>
<td>Love Volunteers</td>
<td></td>
<td>00:10:16</td>
</tr>
<tr>
<td>Client</td>
<td>Polls</td>
<td></td>
<td>00:10:36</td>
</tr>
<tr>
<td>Client</td>
<td>AAS</td>
<td></td>
<td>00:00:03</td>
</tr>
<tr>
<td>Clients</td>
<td>/ Inbox</td>
<td></td>
<td>00:29:24</td>
</tr>
<tr>
<td>Clients</td>
<td>Learn International, Sri Lanka guy, HQ - TEAN, CIS</td>
<td></td>
<td>00:38:32</td>
</tr>
<tr>
<td>Clients</td>
<td>Pacific Discovery, AIESEAST, Mass Community College, ISDSI</td>
<td></td>
<td>00:17:35</td>
</tr>
<tr>
<td>Clients</td>
<td>Yanaputra, ICADS</td>
<td></td>
<td>00:14:23</td>
</tr>
<tr>
<td>CONWY</td>
<td></td>
<td></td>
<td>00:49:53</td>
</tr>
<tr>
<td>CONWY, Clients</td>
<td>HQ</td>
<td></td>
<td>00:40:43</td>
</tr>
<tr>
<td>PA</td>
<td></td>
<td></td>
<td>00:52:08</td>
</tr>
<tr>
<td>PA / Client emails</td>
<td></td>
<td></td>
<td>00:00:16</td>
</tr>
<tr>
<td>PA / MGMT</td>
<td></td>
<td></td>
<td>00:09:17</td>
</tr>
<tr>
<td>HQ</td>
<td></td>
<td></td>
<td>14:21:56</td>
</tr>
<tr>
<td>Inbox</td>
<td></td>
<td></td>
<td>02:26:20</td>
</tr>
<tr>
<td>Inbox / Planning</td>
<td></td>
<td></td>
<td>00:10:41</td>
</tr>
<tr>
<td>MGMT / KP / JM</td>
<td></td>
<td></td>
<td>00:59:43</td>
</tr>
<tr>
<td>NASPA</td>
<td></td>
<td></td>
<td>00:26:26</td>
</tr>
<tr>
<td>NASPA training</td>
<td></td>
<td></td>
<td>01:16:11</td>
</tr>
<tr>
<td>Planning</td>
<td></td>
<td></td>
<td>00:21:07</td>
</tr>
<tr>
<td>Planning / Wunderlist</td>
<td></td>
<td></td>
<td>00:13:10</td>
</tr>
<tr>
<td>Plan the week</td>
<td></td>
<td></td>
<td>00:22:14</td>
</tr>
<tr>
<td>Set up NASPA booth</td>
<td></td>
<td></td>
<td>01:30:23</td>
</tr>
<tr>
<td>STA Travel plan</td>
<td></td>
<td></td>
<td>00:30:21</td>
</tr>
<tr>
<td>USGA meeting</td>
<td></td>
<td></td>
<td>00:52:56</td>
</tr>
<tr>
<td>USGA relationship</td>
<td></td>
<td></td>
<td>02:50:44</td>
</tr>
</tbody>
</table>


What’s Your Ideal Week?

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Super Early</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>6:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>7:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>8:00 AM</td>
<td>Breakfast / inbox</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Email Read</td>
<td>Student Advising</td>
<td>International Partners</td>
<td>International Partners</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10:00 AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11:00 AM</td>
<td>International Partners</td>
<td>Manager Check-in</td>
<td>International Partners</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12:00 PM</td>
<td>Lunch / Walk</td>
<td>Lunch / Walk</td>
<td>Lunch / Walk</td>
<td>Social Media</td>
<td>Email Block</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>1:00 PM</td>
<td>Workshop</td>
<td>Student Newsletter</td>
<td>Social Media</td>
<td>Student Advising</td>
<td>Flex Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>2:00 PM</td>
<td>Student Advising</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>3:00 PM</td>
<td>Student Advising</td>
<td>Workshop Prep</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>4:00 PM</td>
<td>International Partners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>5:00 PM</td>
<td>Dinner / Dog Walk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>6:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>7:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>8:00 PM</td>
<td>Comms/Mktg</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Student Advising</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Workshops</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>International Partners</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Email</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Work Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Personal time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEETINGS BY THE NUMBERS

- 62 Meetings Attended monthly, by most employees
- 1/2 Meetings considered Time Wasted
- 31 Hours spent in unproductive meetings over a month
Salary cost of unnecessary meetings in the U.S. $37 Billion
Since we are ahead of our deadlines, I suggest we cancel our mid-project review meeting for tomorrow. I’ve addressed all agenda items and you’ll find the deliverables linked in our Trello board. I’ll follow-up on Friday to wrap the two outstanding items, which are tagged in red. To make the most of our time, we can review the full project on our Monday call.
Hi Elliott,

I look forward to digging into the upcoming Creatives Coalition meeting! Last year's event was a resounding success, and I am confident we can make an even bigger splash this year. It will be great to work with you again.

Since your scheduling link only offers 30-minute meeting slots, I would like to suggest the following times for our one-hour prep call. All times CST.

- Monday 6/5: 9-10 AM
- Tuesday 6/6: 1:30-2:30 PM
- Thursday 6/8: 2-3 PM

Let me know what works best with your schedule, and I'll send over a calendar hold and agenda for your review.
CALENDAR HOLD

DO THEM RIGHT THE 1ST TIME
10 TOOLS THAT WILL fast and furious CHANGE YOUR LIFE
10: PRESENTATIONS

SlidesCarnival
9: CONTACT MGMT
9: CONTACT MGMT
Salesforce
GoAbroad HQ
TerraDotta
8: CALENDAR
8: CALENDAR
Calendly
YouCanBookMe
7: TASK MGMT
7: SOCIAL MEDIA
MGMT
Wunderlist
6: VIDEO CALLS
4: INSTANT COMMUNICATION
4: INSTANT COMMUNICATION
Slack
Skype
3: E-NEWSLETTER
3: E-NEWSLETTER MAILCHIMP
2: PROJECT MGMT
2: PROJECT MGMT

Trello
1: EMAIL MGMT
1: EMAIL MGMT
BOOMERANG
MAKE A PLEDGE
THANK YOU! Leave your business card for more resources!

Julianna Kobs
- 33Vincent
- julianna@33vincent.com

Nikki Powers:
- GoAbroad.com
- nikki.powers@goabroad.com

Sarah O’Donnell:
- Colorado State University
- sarah.odonnell@colostate.edu
Thank you!