Meeting Your Productivity Goals with the UnMeeting

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These slides:
https://go.uncg.edu/launcchunmeeting
Land acknowledgement

We acknowledge that the land on which we live and work has long served as the site of meeting and exchange amongst a number of Indigenous peoples, specifically members of the Keyauwee, Catawba, Eno, Sappony, Shakori, and Saura Nations. We also acknowledge the long history and lasting legacies of slavery on these lands.
First, a quick poll!

Head to [www.menti.com](http://www.menti.com) and enter the code 4957 8653 (or use the link in the chat or the QR code to the right) to answer two quick questions.
What we talk about when we talk about productivity

- Terminology matters
  - Our definition of productivity
  - Goals vs. tasks
  - Prioritization
On meetings

- In the Introduction to the *Cambridge Handbook of Meeting Science* (2015), Allen et al. noted that:
  - There were more than 25 million meetings a day in the United States
  - Employees spent at least six hours a week in meetings
  - Managers spent even more - at least one study suggests up to 23 hours a week (p. 3).
More and more meetings

- DeFilippis et al. (2020) found that the number of meetings individual workers attended each day went up almost 13% during the first months of the COVID-19 pandemic (p. 3).
What is an “UnMeeting”? 

- We make time for meetings
- We seldom make time for our planning
- What if we gave our personal planning the same priority we give meetings?
Conducting an “UnMeeting”

● Scheduling is mandatory; attendance is optional
● You’re attending the meeting just by planning, even if you aren’t literally attending
● In person meetings are good for sharing tactics and tools - but maybe you don’t need that ( and that is ok! )
● Sometimes there are conflicts - reschedule if needed!
Tools and strategies we like!

- Reclaim.ai
- Bullet journaling
- Ivy Lee Method
- BallerToDo


Our UnMeeting Zotero library
Contact us!

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