

# conquer the calendar

Meeting mastery for more free time.



*Do you exit some meetings and wish you could have that hour back?  
Do you struggle to keep engaged and focused, especially on video calls?*

Teams often are compelled to have meetings as the status quo and don't know a better or different way to communicate. With the right preparation, even a virtual meeting can be engaging without leaving everyone with video fatigue.

**Make meetings matter and get a return on the time you invested.**



The speaker feedback for Marcey was some of the best I've ever received for our organization. She nailed the time planning issues many of us had and gave solid, specific strategies that we were able to implement immediately. She has a dynamic personality that fills the room.

**- Jean Hedges**  
Women's Council of Realtors

## format:

- Workshop, Breakout
- 45 to 90 minutes

## LEARN HOW TO:

- ✓ Implement three things every meeting needs to have to be **effective**
- ✓ Incorporate tech solutions to **eliminate distractions** and **shorten meeting time**
- ✓ Boost meeting **creativity and collaboration**

## THIS PROGRAM IS PERFECT FOR PEOPLE WHO:

- Run or attend multiple meetings
- Have full calendars with little time to act on deliverables

