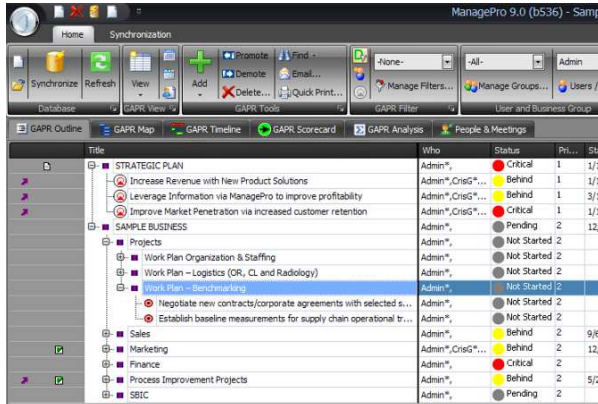
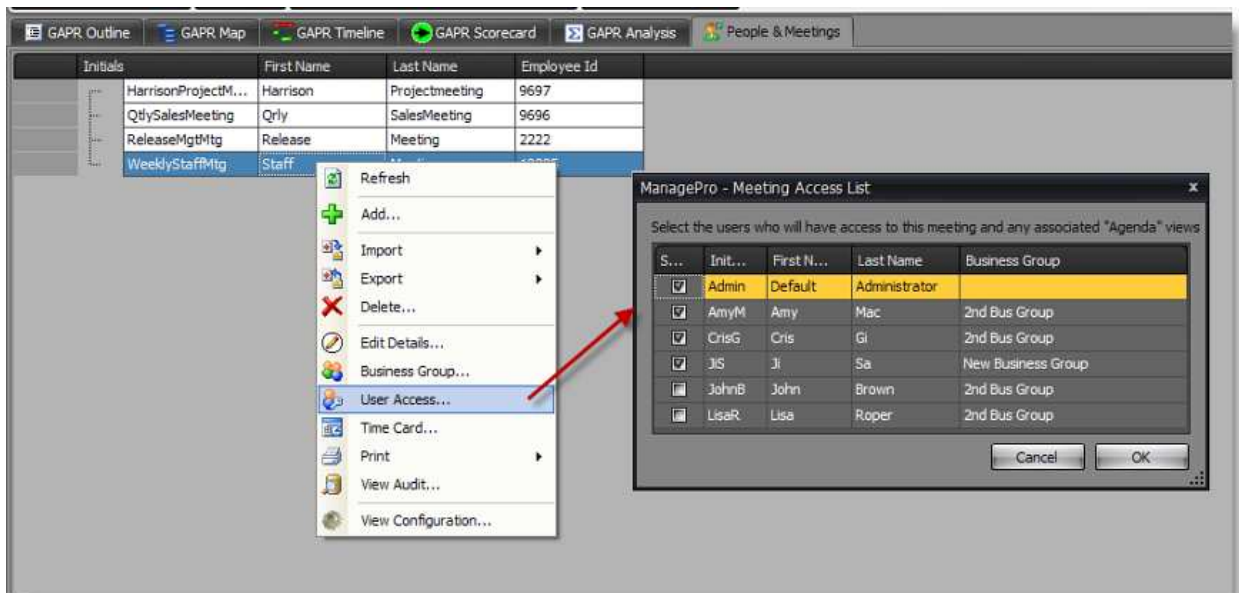


7 Steps to Reduce the Time Spent in Meetings by 50 % using ManagePro.

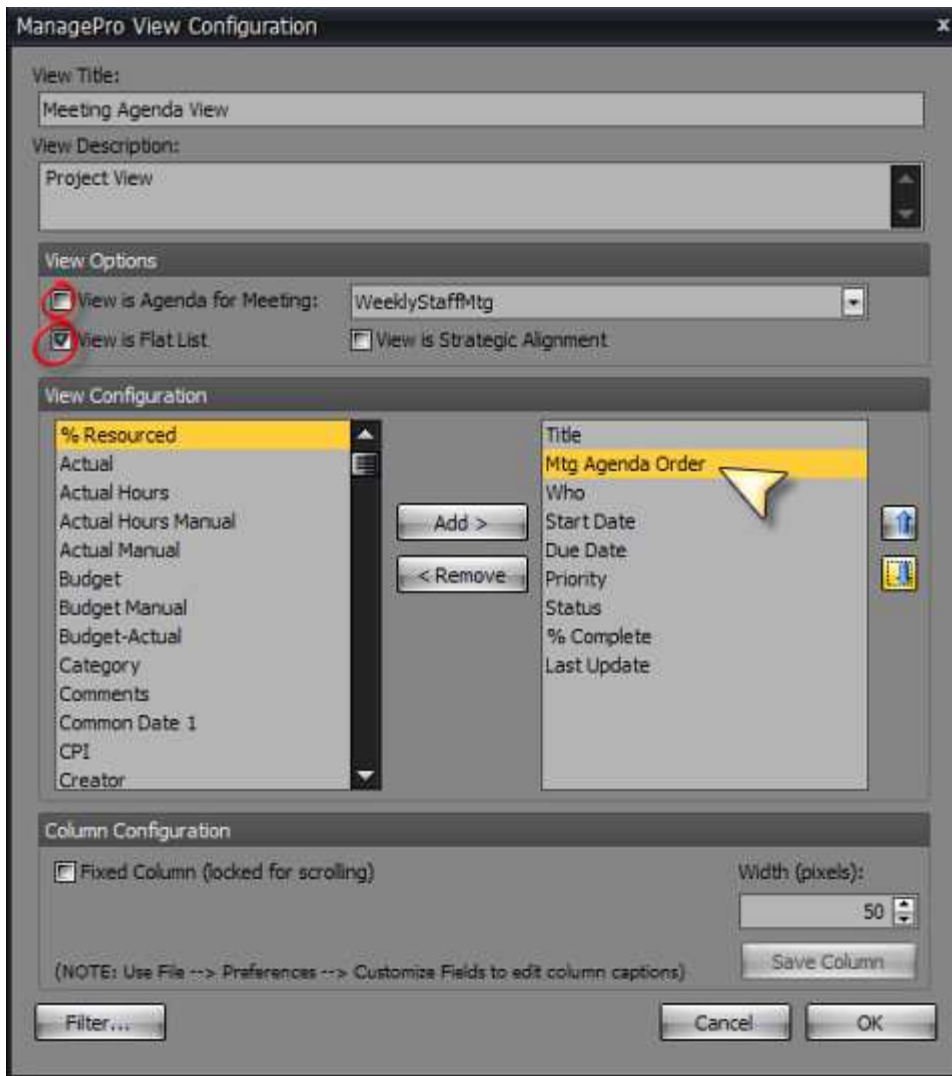
1. Everyone begins with an outline of various goals, projects and tasks in ManagePro. Think of this same outline as the platform or basis for your meeting agenda. Everything that is going to be addressed in the meeting should be a goal, project, task or to-do in ManagePro.



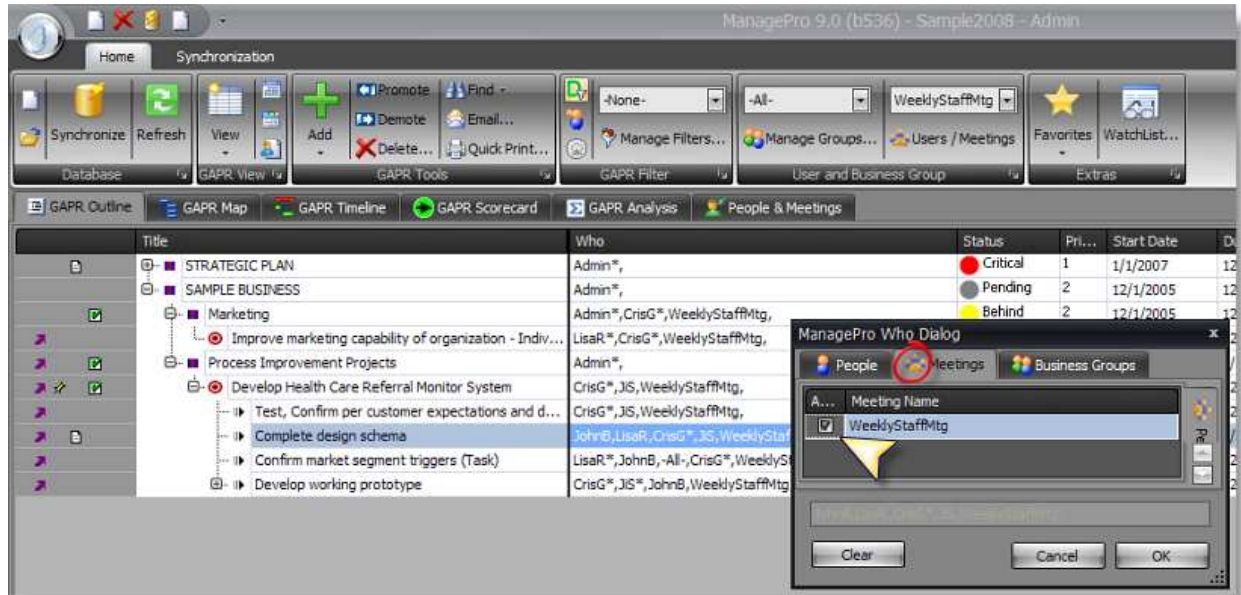
2. Create or have your db admin create one or more meetings that you will be using (in the People and Meeting tab/Meeting view), and have them assign access to the meeting to your and any of your direct reports that will be attending using the right click "User Access" option when highlighting the meeting record.



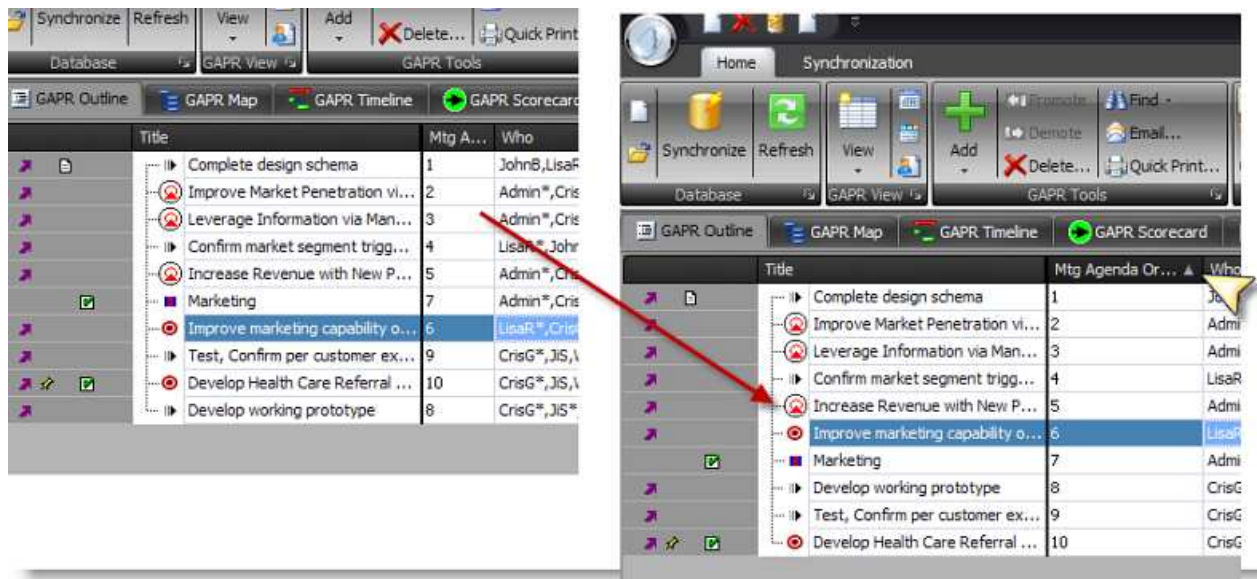
3. Create or have your db admin create a GAPR Outline view entitled “Meetings” that you will be using each time you want to run a meeting from within ManagePro. Add whatever column fields you deem necessary, but be sure to retile one of the “User Defined Number” fields as “Mtg Agenda Order” or something similar and include in this view. If you will be using this view for multiple meetings, be sure to check the “View is Flat List” checkbox. If you will be using this view for only one meeting, check the “View is Agenda for Meeting” checkbox and select the meeting from the drop down list to the left. Both options create a list view, instead of the familiar tree outline.



4. Back in the GAPR outline view create your meeting agenda by assigning the meeting initials to the records that represent your agenda to be covered in the meeting, using the Who field/Meeting Tab.



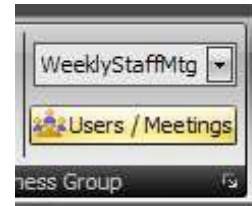
5. Select the Meeting View, then select the meeting from the User/Meeting drop down list. When displaying this view and the records you have assigned to be reviewed as the meeting agenda, assign the sequence in the Meeting Agenda Order field, then click on that column heading to resort based upon the assigned number.



6. Proceed to run the meeting, moving through each agenda item, viewing the latest progress update, capturing any discussion as an addition to that progress update or by entering a new one. Review todos as outstanding action items. Any requests or commitments made in the meeting should be entered as todo. Essentially all meeting activity should be documented in either progress updates or todos. All progress updates on meeting agenda items should be up-to-date prior to the meeting start. Set the expectation for participants to summarize their thoughts or input within 2 minutes, e.g. write and speak briefly, checking with the group if more dialogue is required to move ahead.

Be sure to add the Meeting initials to the Who field to be able to track all action items originating in the meeting, and to make it easy to review them in the next meeting.

Note – Todos assigned are reviewable in the meeting by simply viewing User List/Todo tab while working with the Meeting initials in the User/Meeting Drop down list.



7. If you need to capture meeting minutes highlight all the records comprising your meeting agenda and from the Quick Print ribbon control, check the boxes for last progress update and todos. Save as a pdf and attach or email as required.

Note: Some users prefer to create a GAPR Outline tree entitled meetings, placing each meeting underneath as a sub-goal record to make it easy to attach meeting minute documents plus general todos that emerge between meetings that they wish to review in the meeting.

