

How to have great meetings, according to 200 scientific studies

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Americans average [six hours per week](#) in meetings. And managers especially spend considerably more time in them. But attendees rate as many as half of the meetings they attend as “poor,” and organizations in the US waste an estimated \$213 billion on ineffective meetings annually.

What are the keys to effective meetings? Researchers at the University of Nebraska and Clemson University reviewed almost 200 scientific studies of meetings published in the last decade. Their conclusions, published last year in a Current Directions in Psychological Science journal [article](#), offer a roadmap for getting meetings right.