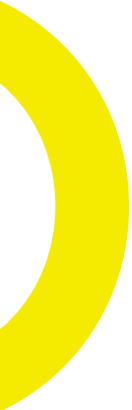


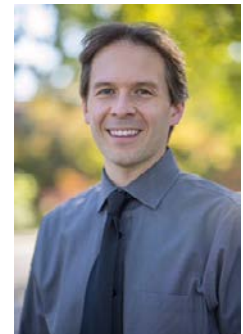


Laptop-free Meetings Build Team Connections

Thanks to technology that allows for 24/7 accessibility and more aggressive expectations from management, time spent at work is only likely to increase beyond the 9+ hours we usually spend at our desks. Despite more hours, these longer work days do not always equate to enhanced productivity. Both managers and employees claim that much of their time is spent tackling emails, on conference calls and of course in meetings, many of which don't seem to have a plan or purpose. One-third of employees feel that meetings they attended were a waste of time. Add to that the actual cost of time spent (the average around \$380 and upwards of \$20,000!) and meetings can wind up being not just a waste of time, but of money, too. It's not only the tangible price tag affecting a company's bottom line, either—a tired, disengaged workforce also means less innovative thinking, which is critical to the success of any company competing in the global marketplace.




Because meetings are inevitable and still deliver benefits such as collaboration, relationship building and interaction, one solution would be to start with finding ways to make meetings more meaningful, to capitalize on time spent face-to-face solving business problems and getting things done. This has been a priority for Shawn Daley, an Executive Vice President for Business Development & Innovation at Concordia University, a private non-profit liberal arts university located in Portland, Oregon. With a background in education and technology, Shawn has spent much of his career researching how to leverage technology to improve student learning. Named a Distinguished Educator by Apple in 2015, he's well-versed in how to successfully implement technology to enhance learning, building the foundation for efficient thinking. His challenge was how to adopt these techniques for his day-to-day operational role.



Shawn Daley, Executive VP, Business Development and Innovation, Concordia University

A Technologist Removes Technology

Believe it or not, this technologist's first step was banning laptops from meetings. It's the first step of his 5-step plan for optimizing meetings:

1. No computers or technology unless necessary (please print all materials)
 2. All team members are entitled to equitable contributions
 3. All team members are entitled to psychological safety
 4. All meetings must include necessary actions recap
 5. Team follows "Disagree and Commit" protocol
- 

Shawn's strategy for leading meetings is grounded in both the analytical (using the Harvard Business Review to calculate the hard costs of each meeting) and the emotional (incorporating the principles of mindfulness) to ensure meetings are focused and efficient. He believes the emphasis in meetings should be on listening, but he noticed how attendees were often immersed in something else: multitasking and answering emails, sidelined by notifications flashing on the

screen. He also found that just the sound of typing could be distracting to others-- he described one colleague who “pounds the keys like she’s Elton John.”

While networking with local tech executives, he was introduced to the Bamboo smartpad, a device that allows you to take handwritten notes (with pen and notepad) and then save them digitally, so they can be edited and shared later. The smartpad allowed Shawn to take notes during meetings without the distractions of a laptop. Plus, once the files are saved digitally, they can be converted from handwriting to text, so Shawn can still circulate notes after the meetings and quickly create recaps and action plans per his meeting protocol.

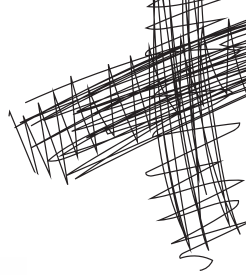
Integrating Smartpads Leads to Productivity

Soon, he distributed a combination of Bamboo Slates and Bamboo Folios to his team members. Within just a few months’ time, he noticed big changes in the productivity of his meetings. In meetings where brainstorming was on the agenda, attendees could sketch out ideas or create charts, save them to the smartpad and sync later with their smartphone or tablet and email out to colleagues for review and input. Even note-taking became more fluid and seamless— participants could focus on the dialogue, jotting down what was important to recap and afterward circulate notes among themselves to compare and ensure their takeaways were aligned. Meetings became more “mindful”; team members were present and engaged and felt more connected to each other and to figuring out solutions together. Another bonus? Helping to cultivate work/life balance. Time in meetings was used more efficiently so people weren’t spending time during the workday doing things that weren’t, well, work.

In light of Shawn’s success with his team, other groups at Concordia are looking to implement smartpads into their routines, to encourage more interaction and collaboration in meetings that often gets derailed when employees are furiously typing notes verbatim on a laptop or tablet. Instead, Bamboo smartpads allow you to write as you would normally with pen on paper, with the benefit of technology that can convert handwritten notes to text, annotate and mark up documents, search for key words or phrases, turn sketches into Scalable Vector Graphics (SVG) as well as store and share content.

Though Shawn’s role may have officially changed from educator to administrator, he has remained a champion of finding ways to work more efficiently and leverage technology not just to make learning more innovative, but to make it more accessible as well, ensuring more students can pursue a higher education. As an early adopter-- someone who embraces new technology before it’s widely used-- he acknowledges that moving away from technology can seem counterintuitive. But in the end, it’s about striking the right balance between devices that build on our strengths: connection, communication and reflection with digital technology to complement them: access, ease and enhanced functionality. The fewer meetings, well those are just a bonus!





BAMBOO™ Folio



Bamboo Folio, large

Protective cover
with pockets



Simple
notepad
insert

Ergonomic
triangular
design

Smart ball pen

Multi-function button

Micro-USB
charging port

BAMBOO™ Slate

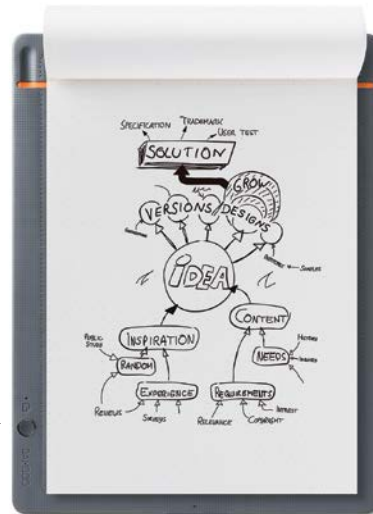


Bamboo Slate, small



Bamboo Slate, large

Multi-function button



Simple notepad
insert

Ergonomic triangular
design

Smart ball pen

Micro-USB
charging port

To learn more about Bamboo smartpads, please contact your Wacom Business Manager, Matt Klinke: matt.klinke@wacom.com

