Calendar P&L

Make meeting time visible and choose one useful change.

Review one recurring meeting in 10-15 minutes. Estimate current and proposed attendance, then test the change.

Click the shaded fields to type. Use Tab to move between fields, then save your copy.

Meeting / owner

Date

1 Name the result

What decision or output must this meeting produce? Keep necessary controls and participants in the design.

Required result, who needs it and any essential controls

2 Calculate the annual time cost

Hours = meetings per year x minutes / 60 x attendees. Cost = hours x loaded hourly rate.

Capacity value = hours released x rate. Use one rate, including benefits and employer costs.

	Current	Proposed
Meetings per year		
Minutes per meeting		
Attendees per meeting		
Annual attendee hours		
Annual time cost ($)		

Loaded rate ($/hour)

Hours released per year

Capacity value ($/year)

3 Choose and test the change

Renew / Resize / Replace / Retire: decision, owner, review date and success measure

Subtract proposed hours from current hours. Released time is capacity, not cash savings. Include preparation and replacement work separately. Renew = keep; Resize = adjust; Replace = use another method; Retire = end.

Want your calendar to reflect your priorities?

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Start a conversation

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