

Hi [name],

We're all in so many meetings these days, as I'm sure you're aware. (In fact, I heard recently that meetings are up 250% since pre-pandemic!)

However, recently I heard about a workshop called "Making Meetings Better", designed by Alexis Haselberger, a Time Management and Productivity coach, and I thought it might be worth exploring for our team.

Here's a little more about the workshop:

*Does your calendar look like a brick wall of meetings? Or maybe like Swiss cheese, with lots of little pockets of time between meetings that always seem to get wasted? We're having more meetings than ever before, and that means it's time to revamp our strategies about effective, efficient and productive meetings so that you leave more of your meetings saying to yourself "that was a really good use of my time". We'll cover the full life-cycle of meetings so that you know when to schedule meetings, how to keep them on track, and what to do after to ensure that the meeting was useful and moved things forward.*

*After participating in this workshop, you'll come away able to:*

- *Identify which meetings are a good use of time, and what changes can be made to turn less productive meetings into highly productive meetings*
- *Design a meeting for optimal flow and engagement*
- *Prepare a high ROI agenda*
- *Create psychological safety in meetings (and beyond)*

I think this could really help our team!

You can learn more about Alexis at <https://www.alexishaselberger.com>, and if you're interested in chatting with her about the workshop, or anything else, you can use [this link](#) to schedule a call at your convenience.

Thanks!

[your name]