

playing **our** part

Meetings, *Reinvented*

How to better use our time and save *one million hours from meetings* each month



We are one Sanofi, driven by a unifying purpose: to *chase the miracles of science* to improve people's lives.

To make those miracles happen, we need to *Play to Win* and reinvent our how we work. That starts by building a high-performance culture which respects our people, their time and their attention.

That's why we're starting by reinventing meetings.

So, let's have more time to do amazing work by having fewer, better and shorter meetings with **PTW: Purpose, Time and Wellbeing**.

By freeing-up our diaries – and our headspace – we can reinvest one million hours a month in *making more miracles happen every day, big and small*.

For better meetings, think *Purpose, Time and Wellbeing*

Purpose

Let's make meetings more effective



- Share the reason and objective of your meeting
- Only invite people who you need to meet your objective
- Where and when possible, meet face-to-face
- During the meeting, work together to decide *now*
- Agree *who* actions *what* – and hold each other accountable



Zoom tip:

Use the new automatic Zoom template to share your meeting agenda, live the Play to Win behaviors and more!

Time

Let's save time to do more amazing work



- Always ask first: do we really need a meeting?
- If so, keep the meeting short (25 or 50 minutes)
- Share an agenda and stick to it
- Share – and read! – pre-reads and use few (or no) slides



Outlook tip:

Meeting times will default to 25 or 50 minutes, giving us all time back to do our jobs

Wellbeing

Let's be inclusive and speak up



- Hold meetings at times that respect everyone's working hours, workdays and time-zones
- Plan your global meetings Monday to Thursday, whenever possible
- Don't see an agenda? Don't know why you're invited? Feel free to decline



Calendar tip:

Check your invitees' availability – we don't all work to the same hours, days or time zones

At Sanofi, we take pride in our *Play to Win* behaviours.



Did we stretch ourselves?



Did we take action?



Did we act for patients and customers?



Did we think one Sanofi?