

WITH AMANDA RICHARDS
FRIDAY NOVEMBER 6, 2020

Daily Bite Size Training

Topic:
Calendar Analytics

How to analyze the performance of your meetings and organize events

1. In your agent portal, navigate to Calendar —> Analytics.
2. On the Analytics screen, you can get an overview of all the meetings in the last 30 days, 10 days, 7 days, and even the same day.

KPIs

- Time Spent: The total number of hours you have spent on prospect and client meetings.
- Meetings: The total number of meetings scheduled.
- Attended: The percentage and number of meetings you attended out of the total meetings scheduled.
- Rejected: The number of meetings you have not attended.
- Missed: The number of scheduled meetings you confirmed but couldn't attend.

Why are Calendar Analytics important?

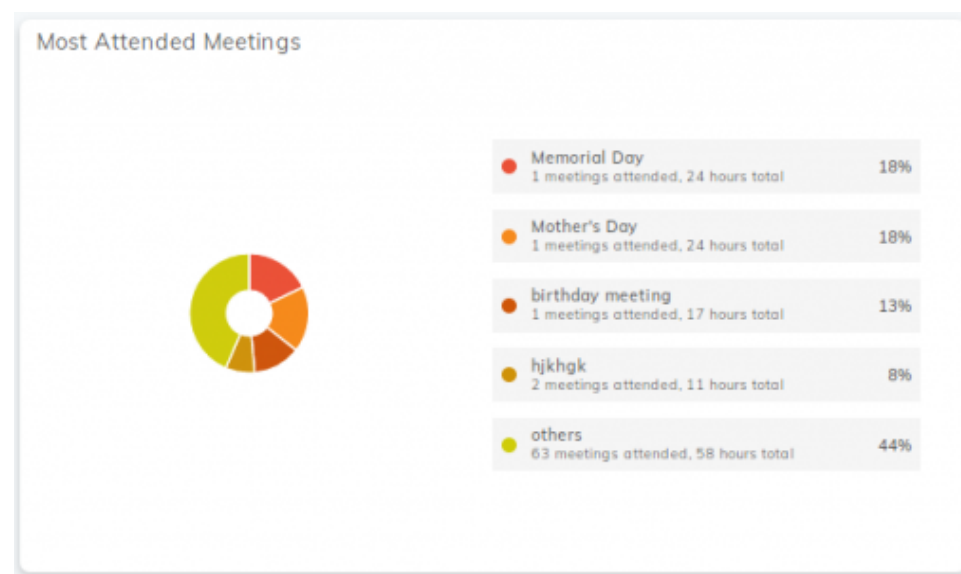
Managing time is of prime importance to the sales team

Analyzing the time spent on:

- Meeting leads
- Researching target accounts/prospects
- Handling cold calls

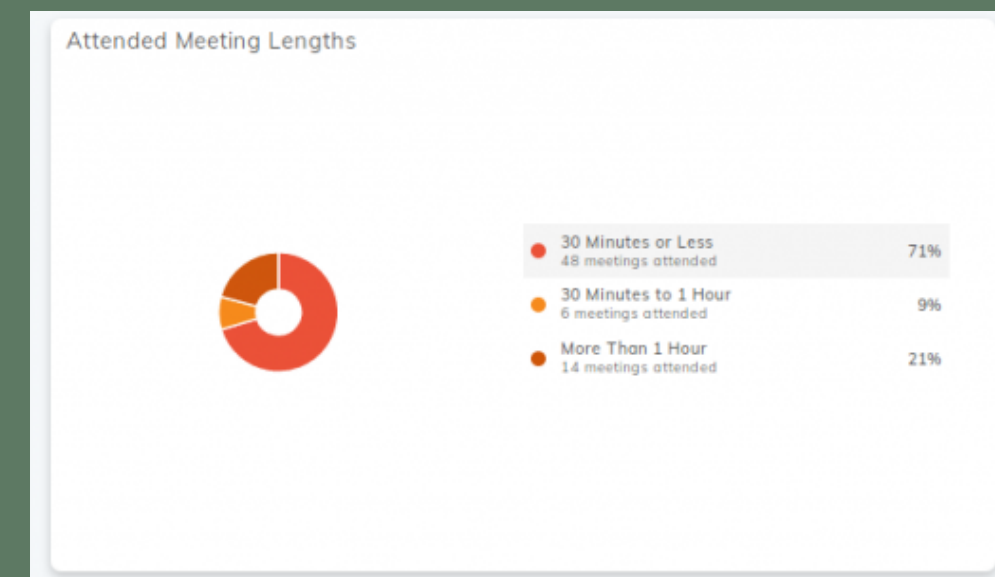
Your Organizer Statistics

1. Organized: Total number of events organized by you.
2. Accepted invites: The number of times the contacts have accepted your invite is reflected here.
3. Rejected invites: This indicates the number of times your schedule invites have not been approved.
4. Missed invites: The number of times invitees confirmed but missed the meeting.



Analysis Charts

- Most attended meetings: The summation of meetings attended in each meeting event category.
- Attended meeting lengths: The average duration of your meetings in terms of time spent.



THANK YOU!

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