

Calendar redesign experiment

Goal: Enable employees at Atlassian to make faster progress on the projects that matter most.



BIGGEST CHALLENGE

Fortune 500 executives cite **low productivity** as their top challenge

49 HOURS PER MONTH

Almost a third of working hours in the US are **lost to distractions**

31 HOURS PER MONTH

Employees spend 31 hours a month in **unproductive meetings**

? Experimental design

The Team Anywhere Lab had 59 Atlassians from across the company take part in a one-week experiment. Participants were split into two groups: both received guidance on how to redesign their calendars (see below), but one group was also encouraged to track their top work priorities at the end of each day.

Calendar redesign guidance

Our calendar redesign guidance included advice on how to block off time for specific tasks. We recommended experiment participants aim for roughly the following split:

- Meetings:** No more than 30% of the week
- Open collaboration*:** 10 - 20% of the week
- Focus time:** 30-40% of the week
- Responding to messages:** Limit to 20% of the week

**Open collaboration refers to time an employee blocks off when they know their key collaborators will also be online.*

- Not available: Kid dropoff, 8 - 9am**
- Respond to messages, 9am**
- Run the biz meeting, 9:30 - 10:30am**
- Allison/Molly 1:1, 10:30am**
- Focus time: Draft market research items, 11am - 12:30pm**
- Not available: Lunch & walk, 12:30 - 1:30pm**
- Respond to messages, 1:30 pm**
- Open Collaboration, 2 - 4pm**
- Team meeting, 4 - 5pm**

Example calendar post-redesign

KEY RESULTS

32%

improvement in focus

Timeboxing top priorities works

67% of individual contributors and 71% of managers said they made more progress on top priorities than in a typical week. They declined 17% more meetings, a trend that continued even after the experiment ended.

Participants also blocked off 49% more time for specific types of work. The more time someone blocked off for open collaboration and responding to messages, the more progress they made on their most important work.

31%

more progress made on top priorities

Tracking progress daily adds an additional productivity boost

Compared to participants who only restructured their time, participants who also made it a point to track their progress every day reported 16% more goal clarity, a 30% larger boost in workload sustainability, and 31% more progress on top priorities than in a typical week.

13%

less time in meetings

Want to learn more?

[Read about our evidence based-approach.](#)