



EAB

Running Virtual Meetings

A critical tool in your toolbox

What is the same?

What approaches would you take to a meeting regardless of medium?

- Level of vigor of preparation: setting a clear agenda and objectives in advance, knowing all attendees and titles, sharing materials in advance
- Amount of questions you ask to pick up on how folks are feeling/tracking
- Amount of time: 15-60 minutes
- Everyone introduces themselves at the start of the meeting

Interact

What is different?

What approaches would you do differently if remote?

- Heightened comfort with running logistics
- Stating rules of engagement
- Amount of pause
- Summarize more often
- Asking more directive questions to hear from all voices
- Increased silence
- Location intentionality

5 Essentials for Effective Remote Meetings



Heighten comfort with logistics

Who is/isn't dialed in? Can everyone hear?



State rules of engagement

How will questions be answered? Remind everyone that one person needs to talk at a time due to slight time lags. Ask people to state their name before asking a question. Should people stay off of mute? Turn off email?



Drive participation of every voice

Stating names when asking questions or ensuring if people have questions and polling each person (i.e. "What did you each think about that discussion point?")



Press pause

Pause: increase frequency of pulling up or pausing to check in with the group; stop to summarize what you have discussed more often; increase comfort with golden silence



Turn On Your Camera

Ensure you know what is in your camera view so people on other end can focus and avoid background noise





To prevent loss of momentum and quality of the meeting:

- Do a test run of using virtual capabilities – have a colleague join and ensure technology is working in advance of the meeting; ensure screen is readable
- Send an agenda and any materials in advance electronically

Best Practice: CAMERA ON



If you use your video, others will too! ♦ Helps you pick up on visual/nonverbal cues

♦ Reduces multi-tasking ♦ Everyone is more engaged



Screen real estate:
consider closing out
unnecessary windows or
pausing notifications for
mail or instant message



Consider setting a
mounted camera on top
of your computer for
better positioning



Setup a small space in
your home for remote
meetings (flowers, nice
background, etc)

Best Practices for Remote Work



Stick to your schedule

Try to maintain the same schedule each day that you would in the office and allow room for flexibility as you need it. In place of your morning commute, create a new morning routine by listening to a podcast or trying out new yoga stretches, for example.



Set expectations upfront

Create expectations with your manager, direct reports, and colleagues so that everyone is on the same page with how and when you are completing your work. Establish consistent working hours, how to communicate availability (e.g. status updates when you're out of the office, on a call, etc), and how and when to report out progress to your manager or team.



Separate work life from home life

Try and set up a dedicated space within your home to work so you can distance yourself from any distractions. Turn off your computer when you would typically leave the office.



Bust a move

Get short bursts of activity sprinkled throughout your day. Make sure you are getting up every half hour to stretch or walk around.



Be social

Build in time for casual engagement virtually with your colleagues. Consider building in a few minutes at the beginning or end of meetings for informal updates or ice breakers. Get dressed each day like you would for work (but maybe a little comfier). The simple act of getting dressed for your day will remove any barriers to leaving the house.

Tips and Tricks to Stay Healthy



Track your steps

Use a health app or a smart watch/FitBit to try and reach 10,000 steps a day. This is a good reminder to move around your home or take the stairs when necessary.

Take time to stretch



Stay accountable by logging the time you stretch. Use videos to guide you through a routine:

- [30-minute yoga flow workout](#)
- [Yoga stretches for beginners](#)
- [Neck and Shoulder Tension](#)



Practice mindfulness

Look into downloading a meditation app, including:

- Headspace
- Breethe
- Calm
- Aura
- Insight Timer

Build an At-Home Exercise Routine



Use videos or apps to build or maintain an at-home routine:

- [Abs and hip work out](#)
- [NY times 7-minute workout](#)
- The Today Show: [No equipment workouts](#)
- Try a free trial with [Obe Fitness](#) or [Aaptiv](#)