

# GUIDELINES FOR



# CONDUCTING HEALTHY & PRODUCTIVE MEETINGS

# CONSIDERATIONS FOR SCHEDULING MEETINGS

**50** minute meetings (instead of 60 minutes) to allow 10 minutes to transition or take a mental break before the next meeting.

For longer meetings, consider shortening the length. **1.45**  
Instead of two hours, try an hour and 45 minutes.

If possible, avoid...

- scheduling meetings on Fridays from 1 – 5pm to allow time to catch up on the week and prepare for the following week.
- scheduling meetings at 8am during the week to allow time to warm up to work.
- scheduling lunch meetings unless they are programs or activities that do not require a lot of focus and concentration.



Prior to the meeting, establish expectations...

- ✳ Video cameras are optional to allow participants to take a visual break.
- ✳ Standing or walking during the meeting is encouraged and acceptable. Where feasible, consider conducting a walking meeting.
- ✳ Encourage participants to bring water and a healthy snack for longer meetings or meetings that may run into lunch time.
- ✳ Ensure that all participants have the meeting id and password along with agenda and documents in advance so they can prepare accordingly.
- ✳ Designate different roles – facilitator, note taker, timekeeper – and rotate to share the workload and enhance participation.

# DURING THE MEETING

Incorporate ice breakers/brain teasers at the beginning of the meetings:



Good and bad news



Personal coping mechanisms



Personal gratitude



Positive experiences despite circumstances

Incorporate mindfulness minute at the beginning:

Take a minute to refocus.

Acknowledges that everyone is very busy and thank them for being at the meeting. Take a few 4 count in-breaths and out-breaths.

Encourage everyone to adjust their posture by sitting up tall with feet on the ground/on stool, shoulders relaxed, and view of monitor to how they want it.

Incorporate stretch breaks during classes/meetings, especially for those over 1 hour:

March in place

Lift knees up and pump arms up and down

Step from side-to-side

Lead a stretch break

Move arms, head, and torso in circles

Turn on music and dance or just move

Put on a 5-minute exercise video





# OTHER STRATEGIES FOR HEALTHY MEETINGS

Create a safe and welcoming environment where participants can contribute.

Use functions like chat, polls, raise hand, etc. to allow for multiple ways to participate.

Kindly ask participants to mute when not speaking to avoid background noise and interruptions.

Check in with all participants to make sure everyone has a chance to speak and share.

Pose a question that participants can think about and discuss at the next meeting.

Have participants identify themselves and make sure everyone recognizes each other.

If possible, record your meetings or distribute notes to guarantee that participants understand the next steps and have the resources to complete their tasks.

Avoid static powerpoints when presenting to the group, instead add animations and impactful visuals.

Provide adapted programming or alternative activities for those with disabilities.