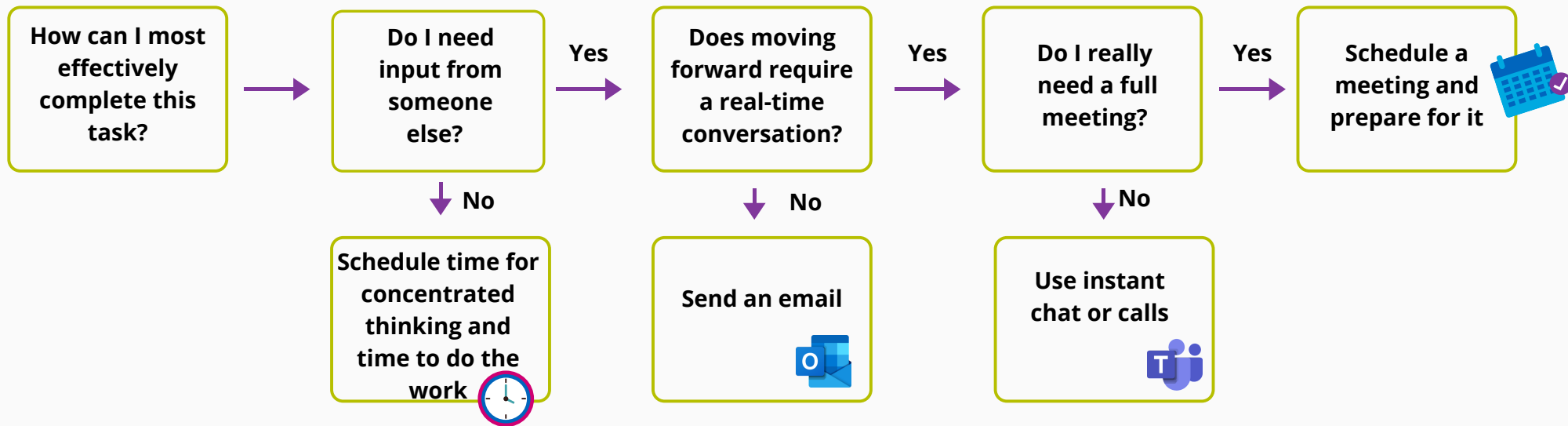


# Creating a sustainable meeting culture when working remotely



## Scheduling meetings

- Ensure that there is time for lunch and breaks from the screen between your meetings.
- Make sure that you have an opportunity to implement actions points.
- Ask yourself: If you were in the office, would you arrange a meeting or would a quick catch-up or email suffice?

## Making meetings effective

- Remove distractions, by silencing your mobile/ other devices - don't forget you will be on the screen during a video call if you were one of the last four people to talk.
- Turn off email notifications and set your status on Teams to 'do not disturb'.
- Stick to the agenda to ensure your meeting covers all points required.
- Make sure everyone has an opportunity to speak.

## Managing your diary

- Regularly review your meetings - ask yourself whether you need to meet so frequently or could you meet less often?
- Set your diary to show when you start and finish work.
- Use your status in Teams to show when you are busy.
- Block out time with no meetings for concentrated work.