



Running Virtual Meetings

A critical tool in your toolbox

Virtual vs. In person



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

What approaches would you do differently if remote?

5 Essentials for Effective Remote Meetings



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



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?



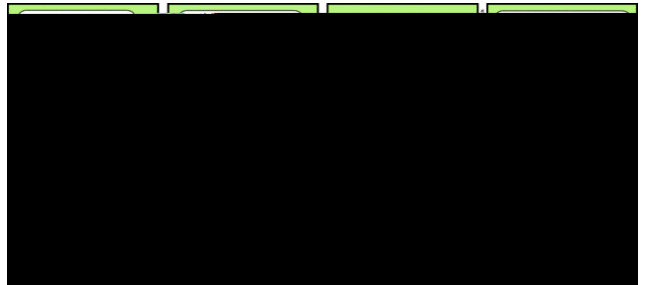
Stating names when asking questions or ensuring if people have questions and polling each person (i.e. "What did you each think about that discussion point?")



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



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



Best Practices for Remote Work



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.

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.



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.



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



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.

