

EMPLOYEE ENGAGEMENT COMMITTEE

Make the Most of Your Time

We all know the joy of having a day stacked full of meetings, with little to no time in-between. For some this is an occasional occurrence. For others, this is a routine day.

According to a recent [study by Microsoft](#), back-to-back meetings can have a negative impact on productivity as well as mental health:

- Breaks between meetings allow the brain to “reset,” reducing a cumulative buildup of stress across meetings,
- Back-to-back meetings can decrease your ability to focus and engage.
- Transitioning between meetings can be a source of high stress.

To help address this issue, the EEC has created the following list of best practices that you can choose from to help manage your stress, maintain productivity, and carve out time for individual contributor work.

Create space between meetings to provide a mental buffer/break

Choose one or more and see what works best for your work environment.

1. Schedule to end every meeting 5 minutes early.
2. Participate in a short physical activity between meetings, such as walking around your house, doing 5 quick jumping jacks, strike a yoga pose, or just walk outside and soak up a ray of sunshine.
3. Engage in a meditation exercise on Headspace – remember all eMoney employees have a free membership!!

Make time to review action items and create a plan

Choose one or more and see what works best for your work environment.

1. Block 30 minutes in the middle of each day to reflect on to dos from morning meetings and make a plan on when you will get them done.
2. Schedule to end each meeting 15 minutes early to review and organize your notes. Add important reminders to your calendar to help keep you on track.
3. Create a standing agenda item in all your meetings to review action items as a group and the timeline for getting them done.

Reserve time for individual contributor work

Choose one or more and see what works best for your work environment.

1. Within your team, pick a “meeting free” afternoon. Block that time on your calendars to work on projects and other commitments.
2. Within your team, establish a virtual work group. Agree on a time to get together via Teams and, instead of meeting, work on individual projects. Feel free to shout out ideas or questions to your fellow virtual work team members. This creates a sense of comradery but also allows you to get important work done
3. Carefully consider who MUST be at your meeting. If someone just needs to listen in, consider sending the recording. That person can then listen to it at 2x speed – cuts meeting time in half!