

BEST PRACTICES FOR REMOTE MEETINGS

DON'T

DO

Use your phone

The phone is less personal than video because of the cues available via video that are not available on the phone including hand gestures, body posture, and facial expressions.



1



Turn on your camera and keep it on

The lens holds people accountable. Take a moment to get the camera placed well to capture and frame you correctly. Put on a solid-colored shirt (pants optional).

Multitask!

Multitasking is a myth, and by doing so, you become the distracted meeting attendee. Like a distracted driver, it does not always end in disaster, but it's more likely.



2



Send out an agenda ahead of time

To help foster active collaboration remotely, ensure that all participants have an opportunity for input on the agenda.

Be late! The 5/50 Rule

One study found that by being more than five minutes late, 50% of total productivity can be lost per meeting.



3



Be early

Invariably, a piece of technology, your family pet, a child, or a delivery will throw you off your game. Give yourself ample time to prepare as an organizer or attendee.

Disengage

This is especially true with a 24/7 news cycle that's one click away. Your time is your most precious commodity - use it wisely, or politely decline the meeting ahead of time.



4



Keep it short and sweet

Parkinson's Law states that work will expand to the time you allocate to it. In the short-term, remote workers will likely be in more meetings. Give them the gift of time.

Dominate the conversation

Instead, stay on topic and help the meeting organizer stay on track using procedural communication (i.e. statements that help bring people back to the goal).



5



Start with small talk

Science shows that meetings that begin with a little pre-meeting talk are more satisfying and effective.