HAVE MORE EFFECTIVE MEETINGS WITH
PEOPLE WHO AREN'T IN THE ROOM

BY 2020, 50% OF THE WORKFORCE WILL BE REMOTE
(including you when working from home or taking a call while commuting). Here are some best practices for maximizing the contributions that everybody is able to make to your meetings.

Schedule meetings that are reasonable for people in **other time zones**

Avoid activities that require **in-room participation**

Take shared **notes** during the meeting

Encourage additional **perspectives** when sending notes and next steps

ACCOUNT FOR TIME AND LOCATION

NOTES OR IT DIDN'T HAPPEN

AIM FOR EQUAL FOOTING

BE TRANSPARENT WITH GOALS AND MATERIALS

MAKE ROOM FOR OTHERS

VIDEO IS A GAMECHANGER

Consider whether a **meeting is necessary** at all (it turns out many aren't)

Try to have **everybody call in** rather than booking a room

Have a **clear purpose** for the meeting and agenda to keep it on track

Send out materials at least one day ahead of time

Listen for **virtual 'hand raising'** and periodically pause to let people on the phone speak up

If there's a question and the **expert is on the phone**, start with her

Be explicit about **asking for ideas from people** who haven't provided them

Ensure that meetings **include Teams information** and somebody dials in from the room

Don't be self-conscious about **video**; just do it

Everybody in the room should also **dial in**