
WELL
PREPARED
TRAINING

VIRTUAL MEETINGS

TIPS TO AVOID FATIGUE



**WORKING FROM
HOME BRINGS
NEW WAYS TO
COMMUNICATE**

**VIRTUAL
MEETINGS CAN
SOON INCREASE
FATIGUE**

5 TIPS TO MAKE IT EASIER

SCHEDULE BREAKS.

A fact that many of us are forgetting is that we all need to take a break!

Virtual meetings are new to a lot of people, which means they can run over and steal away your well-earned break from looking at the screen.

Try to schedule a 10-15 minute gap in between each virtual meeting you arrange to allow for overspill and some time to breathe!

When you get your breaks between calls it's important to try and make the best use of them. Remember you have lost all your 'travel-time' between meetings and you need that time back.



Consider these tips:

- Avoid screen time for at least ten minutes
- Make a drink
- Grab a snack
- Go outside
- Squeeze in a toilet break
- Focus on something far away, then close by and do this at least 3 times to help your tired eyes
- Blink! Your screen tricks you into not blinking and causes dry eyes
- Use some eye drops to refresh those peepers!
- Have some 'me-time'

USE THE TELEPHONE.

I know, groundbreaking eh? Actually use that telephone to make a.....call?

It might sound very 1994 but making a regular phone call in between other virtual meetings will give your brain a break and rest eyes and brain that are suffering from visual overload.

Dropping back to this form of technology, whether 121 or conference call can be a welcome break for everyone involved.

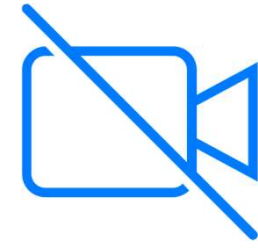
As you'll have worked out by now, not every meeting or conversation needs to be a video call.



Consider these tips:

- Check the content of meetings and if it doesn't require video don't use it
- Keep phone calls or conference calls shorter and with more pace
- You can still engage with people and ask about their day and what they're up to
- Use an agenda where you can if you are on a longer call
- Remind everyone about using the mute button!

CREATE A VIRTUAL SABBATH.



One thing you can try is setting one day a week where the virtual meeting is barred.

When people are suffering from virtual fatigue it can help knowing that when Wednesday arrives it's a day of admin, phone calls and a welcome break from a video camera.

Those are the days you can stay in pyjamas and not brush your hair and not worry if you have a bit of chocolate digestive on your cheek.

Plan ahead and see which day you could introduce the virtual meeting embargo.

Consider:

- Which day works best for the team?
- Can it be rotated to other days?
- What methods can be used instead?
- Set some rules in case a video call becomes essential
- Ask for feedback
- Check it works for everyone involved
- Share what you're doing with customers and clients
- Try to encourage the team to schedule their tasks to match the virtual sabbath

FOCUS ON WELLBEING.

Give a little more emphasis to the things that will make a difference to you, and of course, to your team.

Make sure you're reaching out and ensuring that people are taking breaks from their screens, stretching their legs and eating and drinking.

Remember if you saw someone rooted at the desk all day in the office, you'd say something. This is no different.

Encourage lunchtimes outside, walks if possible and encourage healthy habits. If you have resources available at work for wellbeing then share them again.



Consider:

- Make sure you see 'lunch' booked in diaries
- Ask people to share a photo from the outside world
- Share some healthy recipes
- Have a fruit of the week and share your thoughts and photos
- Have a coffee break – on the phone!
- Encourage healthy behaviours such as getting good sleep, eating well. Walking and meditating
- Make sure you create a culture where it's ok to look after yourself and others

SET SOME SCREEN-TIME LIMITS.



Anyone who knows a child knows they have limits on screen-time...so why don't we?

See how this can be applied to the new way of working.

Sitting in one place, holding your head still and trying to focus on a tiny camera all day is not good for you.

Agree some limits with your team and those you interact with and stick to them.

Many of us know the meetings we have are just too long, or not suitable to the style of meeting. See what your team suggest. You might be surprised.

Consider:

- How long should each type of meeting be?
- Should anything over 1 hour include a 10-minute break?
- If the team is the same how many introductions and polite 'how are you' sessions do you need?
- Get agreement from the whole team to stick to the rules
- Read the room – sometimes you can tell people have overloaded and enforcing a break would help
- Ask people to share what they did with the time they got back

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