



# As we focus on our employee experience...effective use of our time

## 5 Commitments to Each Other for Each Other



Reevaluate calendar space

Add built-in micro transitions to all meetings

Declare meeting free times

Make time away from work

Review all ongoing meetings and decide:

- // Do we **still need this** meeting?
- // Do we have **the right** participants? (reduce/add as needed)
- // Can we **reduce the time or frequency** of the meeting?

Consider new meetings that would make our work easier by:

- // **Reducing** time spend connecting 1:1, emailing, collaborating in smaller groups
- // **Enhancing** our ability to stay connected on and prioritize work
- // **Increasing** engagement and information sharing

Update all current meetings and schedule all future **meetings for shorter times**

- // 25 vs. 30, 45/50 vs. 60, 80 vs. 90
- // Build **a break** into the agenda for any meetings over 80 minutes to allow people to move, grab a snack, etc.

Honor **meeting-free Friday afternoons**

- // No meetings initiated by this team
- // Feel free to ask for reschedule of meetings received outside our team
- // Exception for business-critical issues that need to be worked urgently

Respect people's:

- // **Core hours** (avoid early/ late/ lunch hours; be conscious of time zones)
- // **Circumstances** (background noises, being off-camera, etc. as we balance life and work)

// **Plan work time into your schedule** and block your calendar

// **Block time** on your calendar to take breaks for lunch, going for a walk, stretching, etc.

// **Schedule vacation days** even if you have no travel plans to take time away to rest, rejuvenate and re-energize





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### Leverage meeting best practices to increase meeting effectiveness

### Additional resources: reflections from Bayer employees

- // **Double check** -- Is a meeting really needed?
- // Does the meeting have a clear purpose and agenda?
  - // **Tip:** Include 1 – 2 bullets on the meeting objective so participants can determine appropriate participation
- // Focus meetings on dialogue, input & decisions vs. presenting and info-sharing
  - // **Tip:** Send pre-reads to cut down on meeting time
- // Challenge ourselves to use other forums to inform - like team room chats & email
- // Use time management and capture key decisions and action items with owners
  - // **Tip:** Empower meeting attendees to declare a “rabbit hole” and move the discussion to a parking lot or offline

- // Be inclusive – make space for everyone’s input
  - // **Tip:** Use the “raise hand” feature in virtual meetings
- // Feel free to question your participation in a meeting and decline if there is not a clear need for your attendance
- // Have a dedicated note taker capture minutes & action items with owners
  - // **Tip:** If a recurring meeting, prepare by reviewing notes & action items before the next meeting

[Tips for working remotely](#)

[Tips to consciously embrace the things you are in control of](#)

[Reflections on flexibility](#)

[Home office and kids – Manage Expectations Transparently](#)

[Meeting Free Fridays](#)

[3 Ways to Reconstruct Resilience and Restore Optimism](#)

[Mental Health Tips](#)