

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 <u>all</u> 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 businesscritical issues that need to be worked urgently

Respect people's:

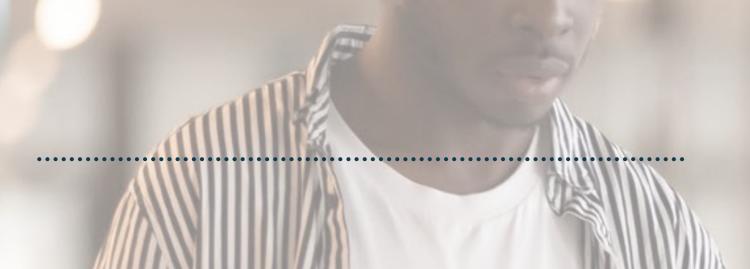
- // Core hours (avoid early/ late/ lunch hours; be conscious of time zones)
- Circumstances
 (background noises,
 being off-camera,
 etc. as we balance
 life and work)
- // Plan work time into your schedule and block your calendar

- # 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 reenergize



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Additional resources: reflections from Bayer employees

Leverage meeting best practices to increase meeting effectiveness

- // 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