



MASTER *VIRTUAL MEETINGS*

1. WHY VIRTUAL MEETINGS ARE EXHAUSTING

- // Extra demands on our attention
- // Compensate for missing social cues
- // Process superfluous background information
- // Impression management

3. TECH TOOLS TO COORDINATE MEETINGS

- // Calendly
- // Woven
- // X.AI
- // Reclaim. AI
- // Record & transcribe

ABOUT DR KRISTY GOODWIN

Dr Kristy Goodwin is a speaker, author, researcher and media commentator exploring the impacts that our digitalised lives have on our physical health, mental wellbeing and productivity. She provides brain-based hacks to optimise performance in a digital world through her engaging in-person events, keynote presentations and virtual masterclasses.

If your workplace is interested in speaking with Kristy about an event book a time [here](#).



2. OPTIMISE YOUR PRODUCTIVITY

- // Quantify meeting costs
- // Meeting policy
- // "No agenda, no attenda"
- // Cap attendees
- // Timing of meetings based on team's dominant chronotype
- // Set speedy meetings as default
- // Do 'Shallow' To Dos before meetings
- // Walking meetings
- // Discourage multi-tasking
- // Use tech tools to promote engagement

4. BRAIN HACKS TO BOLSTER VIRTUAL MEETINGS-

- // Take regular breaks
- // Stipulate video requirements
- // Reduce mental load
- // Ditch virtual backgrounds (unless there's a purpose)
- // Assign a facilitator 'tech check' role
- // Pulse check or ice-breaker
- // Go around the 'virtual table'