

## Dealing well with the restrictions



## How to manage online meeting fatigue:

- Schedule meetings to start 5 minutes after the hour and finish 5-10 minutes before the hour enabling breaks between meetings.
- Be assertive about taking breaks. Get up, walk around the block.
- When meetings are not in your control and they have been booked in back to back, discuss whether it is reasonable to join 10 minutes after the start time to have a breather.
- Some people prefer not to be on show. Communicate that its OK to keep your video off, but recognise the need for “connection” also.
- Ask people for their communication preference- some like video, some like telephone, Team chats or emails.

Try to keep your meetings fresh with something different. Try:

- a game/quiz
- an interactive whiteboard where people can add postits
- doing a poll
- ...or all the things you would normally do in a meeting such as mixing up who leads different sections.

Superhighways do training and 'Ask the Expert' sessions that may help with the technology.

There are some difficulties with working from home and it's worth keeping lines of communication open with your team to counter them. At BVSC we talked about difficulties as a team, but also noted that there are some benefits- like the time saved in travelling to work, or being able to put the washing on at lunchtime! Would a similar discussion help your team?

## Online meetings

## Zoom Teams

**It's good to have the option of both as some groups are not allowed to use one or the other**



## Whiteboard

**within Zoom**  
**Jamboard**  
**Miro**



## Polls

# Mentimeter within Zoom Microsoft Forms



**If you want to avoid using personal phone numbers try Voice Over Internet Protocol (VOip). We'd be happy to know what you've found useful.**



## **Boundaries**

**'Now they're in my home!'**

As much as we may love our work colleagues it is often helpful to have separate work/life spaces. There are some helpful ideas on <https://www.nhs.uk/oneyou/every-mind-matters/7-simple-tips-to-tackle-working-from-home/> Can you suggest others?

- ✓ Boundary your time with set work hours and lunch breaks. Add your end time and lunchbreaks to your calendar so that others don't book you up.
- ✓ Don't feel guilty about having a lunchbreak or finishing on time. You will come back fresher and more effective.
- ✓ Try to create a different physical space for your work and fun. If it is not possible, try an 'end of work' habit such as setting your task list for the next day, putting your lap top in the cupboard and going for a five minute walk. This signals your brain that now it's time to wind down.
- ✓ Discuss with your team what they are doing with annual leave. Are you allowing people to carry over more annual leave, is there a limit to this? Do you want to encourage people to take their leave so that we are ready for what is turning into a marathon and not a sprint?

**This is a  
working  
document so tell  
us what's  
worked for you.**