

Virtual Meeting Wellness Guide

Since many of us are working from home, virtual meetings have become an almost daily occurrence.

This guide contains considerations to keep in mind when scheduling virtual meetings.

#1


Does it need to be a video meeting?

Video meetings may pose a challenge to participants for a variety of reasons, such as:

Not having consistent high-speed internet for a video call, or for a virtual background.

Living situation and privacy concerns.

The remote workspace is located in a shared space and it could be distracting to other participants.

When scheduling a virtual meeting with colleagues:

Consider disabling video when creating the virtual meeting.

Indicate if the meeting is going to use audio or video in the body of the calendar invitation.

Announce if participants have the choice to use video or just audio at the beginning of the meeting.



#2



Keep the meeting length in mind.

Does it need to be the standard half hour or hour-long meeting?

Try to schedule 50-minute meetings instead of an hour, or 25-minute meetings instead of half an hour. This will help ensure that you and your colleagues will have a break before the next meeting.

If the meeting needs to be longer than an hour, **consider having a bio break** in the middle to allow people to move and stretch if needed.



#3



Try not to schedule meetings back to back.

When scheduling Zoom meetings with a colleague or colleagues:

Take a look at their calendar to see if they have meetings right before or after your proposed time.

Leave a 10-15-minute break in between meetings. Taking a break in between meetings is important for stress management and focus.

If you receive an invitation for a back-to-back meeting, give yourself enough time in between to get up and stretch. Reach out to the scheduler to see if it's possible to move the meeting later by 5-10 minutes.

#4



Use your meeting breaks wisely.

When given the opportunity for a break between or during meetings, try to take a moment to reset away from the computer screen. Ideas for a productive wellness break include:

Movement, such as stretching or exercise.

Closing your eyes and taking some deep breaths.

Following a short, guided meditation.

Checking in with yourself and hydrating and nourishing as needed.



To learn more about **Zoom fatigue**, check out this [article](#).