

Working Remotely: Tip of the Week

Don't Let Zoom Drain Your Energy

1 of a 3-part series focusing on virtual meeting fatigue'

As the academic year is now in full speed, Zoom and other platform meetings are on the increase after a short break in summer. Let's face it, virtual meetings can be exhausting especially if you have multiple meetings a day. This week, we offer several suggestions of specific actions you can take to conserve your time and energy. Part 2 (October 19), will share several fascinating reasons as to ***why*** we feel the "Zoom Drain.'

For each Zoom meeting:

1. Take a few moments beforehand to understand the meeting's purpose and what value you can add. What is the most critical information you have, and what do you want to contribute? Jot down these points.
2. If you don't have a critical role to play, identify exactly what you hope to learn from the call. Coming prepared with specific questions will prime you to listen more carefully.
3. If you speak during the meeting, acknowledge previous statements so people feel heard, but don't spend a lot of time rehashing earlier points. Add something new to move the conversation forward.
4. Avoiding multitasking. It may be tempting to try to get other work done while you're listening in but switching between tasks can cost you as much as 40% of your productivity.
5. Minimize distractions. Close your browser tabs, put your phone away, and stay present. You can take short breaks during longer calls by minimizing the video, or just looking away from your computer now and then for a short moment. Your colleagues will understand.
6. You can also take a step back and ask yourself whether you even need a video meeting. Check your calendar to see if there are any conversations that you could have over the phone or email instead. Don't feel obligated to make every conversation a video call. Especially when you're talking to people outside the College, a phone call is probably just fine. Using other modalities limits the number of virtual meetings you schedule every day.
7. Don't worry if you do zone out: Gently notice what distracted you and return your attention to the call. If you missed something, don't be afraid to ask a clarifying question.

Taking these steps may feel hard at first, but they will help prevent you from feeling the "Zoom Drain" at the end of another workday.

Going further...

If you are interested to chat or have questions about today's tip, join in an informal gathering with other MC colleagues. Register in MC Learns, choose the personal development learning category, and click on "Zoom Room" to obtain the Zoom link for Thursday, 1:30-2:30 p.m., to continue learning about the Tip of the Week topic.

For more Tips on working remotely, please visit <https://bit.ly/mc-remote-working-e> and watch for the next tip on Monday, October 19.

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