# Contents

# Overview

Spring is breaking through, yet for many of us we don't have that 'spring in our step' that we normally feel at this time of year. We've all been working hard providing services and supporting colleagues so how do we re-charge the internal battery?

**Working from Home Like a Pro**, **Managing Teams Remotely** and **Thriving in Winter** have offered suggestions about enhancing your health and wellbeing.

In this bulletin the spotlight is on online virtual meetings, why they're so tiring and how to make them less so. There is also a reminder about healthy work/life balance. Notice how you feel, **PACE** yourself, **PACE** your meetings and recharge.

# Virtual Meetings

- Keep your meetings to **50 minutes maximum** or agree breaks if longer
- Schedule in a **10 minute break** after each meeting
- Attend the next meeting **after your break** even if you miss the start
- Try stretching or walking between meetings to **re-focus**
- Switch the **camera off** in meetings if appropriate as its less tiring

These key tips are becoming more important for your wellbeing, in fact they are essential.

ONLINE

9:30
Wednesday

MAIL BOX

# Do You Really Need to Attend That Meeting?

Another meeting invitation lands in your email inbox but before you respond, do you need to be there? What's the meeting about? Can someone else update you? If you attend and find you don't need to stay until the end, why not move on? Simply post a 🫣 in the chat.

**Set the PACE of your online meetings**

Is your calendar full of meetings, so much so, that you wonder when you'll get time to do anything else? Then let's get smarter in our meetings and Set The PACE. Watch the short animation:

Now spread the PACE word, four simple steps to help keep meetings focused and productive:

**P** **Purpose** – does everyone understand the purpose of the meeting?

**A** **Attendance** – does everyone really need to be there? If not, then agree who can go.

**C** **Clarity** - be clear on actions. Who needs to do what and when?

**E** **End** – thanks for attending!

You can use this logo for your email signature:

# Teams Meeting Fatigue

Better known as Zoom Fatigue
but just as relevant for us is
Teams Meeting Fatigue.
Here's why we feel so
exhausted after a day full
of Teams Meetings
compared to a day of
in-person meetings:

### *Everyone is looking at you...all the time*

At an in-person meeting, two people interacting will avert their gaze, neither the speaker nor the listener will stare at each other for the whole of the meeting. Additionally, in an in-person meeting people sitting beside each other do not look at each other. In an online meeting everyone is looking at everyone, leading to a state of hyper-arousal where the anxiety of this, according to Bailenson of Stanford University, is similar, to the stress of public speaking.

### *Faces are too close*

A person's intimate space covers a radius of around 60cm and usually only our close family get this close, yet in Teams Meetings faces appear very close, particularly in 1:1 meetings. Remember when we used lifts, if you caught someone's eye you'd look away?  But now we're looking directly at people in this proximity and not looking away. So, if you can, push the laptop or your chair further away to increase the space between you and the camera.

### *Increased cognitive load*
We access additional mental resources to interpret video cues. We are constantly looking for non-verbal cues and sending exaggerated cues to others, eg waving, nodding, trying to make eye contact with lots of people to check for agreement/ understanding when we're speaking.  Even just speaking takes effort and people speak 15% louder! People who use headphones tend not to shout so much.

### *Seeing ourselves is off-putting*
Seeing our own face displayed on the screen is like constantly having a mirror in front of us, which may have a small negative impact on us, critical self- evaluation.  You could cover the self-view window.

***Reduced mobility***

Moving can improve cognitive performance.  Walking stimulates the pre-frontal cortex in the brain enhancing creative divergent thinking.  Even in in-person meetings people often stand to present. Teams Meetings don't allow for movement, we stay quite still to be contained within the camera window.

## No wonder we are tired!

You can read more at:
Bailenson JN, 2021, Nonverbal Overload: A Theoretical Argument for the Causes of Zoom Fatigue Available at: Technology, Mind and Behaviour

# Respect Your Work Life/Personal Life Balance

- Set yourself new rules and share with your team so they can hold you to it

- Switch off email alerts on personal devices when out of hours, you're not on call all the time – if someone needs you urgently, they'll call you

- If you need to work outwith office hours, use the delay feature on the emails you send to others who are finished for the day

- Put time in your calendar for breaks. Instead of marking it as 'keep clear' (which no-one ever keeps clear) book in your walk or run or other 'you' time. People won't intrude on this space if they know that's your personal time

- Book and take your annual leave, in its entirety. Working during your leave period known as 'leaveism' can contribute to stress

- Have walking meetings using audio when you can

- Work by a window – and now that spring is here and summer is on the way, have your breaks and lunch outside in the daylight

- Shut down your laptop at the end of the day and put it out of sight

- Be a role model, others will copy what they see
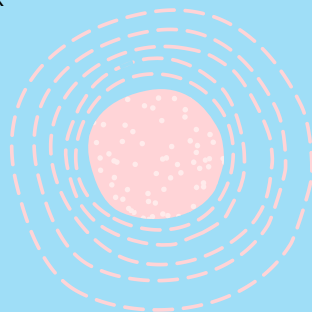
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