

# Virtual Meeting Wellness Guide

Since many of us are working from home, virtual meetings have become a frequent occurrence.

This guide shares 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:

Slow internet speeds that do not support a video call, or 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 in meeting settings.

**Indicate** if the meeting is going to use audio and 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?  
Start meetings at :05 or :10 after the hour.

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 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 virtual meetings:

Look at participants' 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:

**Move:** stretch, walk, exercise.

**Breath:** close your eyes and take some deep breaths.

**Meditate:** follow a short guided meditation.

**Nourish:** check in with yourself and hydrate and nourish as needed.



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