

Top tips for a great meeting.



assign a **timekeeper**

Meetings can sometimes feel like a wild roller coaster ride, with discussions going off on thrilling tangents. A trusty timekeeper will bring order to the chaos and keep you on the fast track to meeting success!

stick to the agenda

Staying on topic during meetings is a simple yet effective way to enhance productivity and save valuable time. When discussions are focused and relevant, the entire meeting process becomes more efficient, and participants are more likely to leave with a sense of accomplishment.



laptops down

Emails and other notifications on laptops can be a big distraction during meetings. Make sure your meeting is seamless and uninterrupted, turn off notifications, close unnecessary tabs or even put your laptop away altogether.

take **regular breaks**

Taking a short break from your meeting for a few minutes can provide a valuable opportunity to recharge your energy, rejuvenate your mind, and regain your concentration.





don't forget to drink water

It's crucial to stay hydrated during a meeting to sustain your focus, energy levels, and overall well-being.

fresh air fuels big ideas

One effective stress-relief technique is to immerse yourself in nature, and why not consider taking your meeting outdoors? This not only helps alleviate stress but also enhances creativity and productivity.



wellness is key

Energise yourself and alleviate stress by delving into our mindfulness box breathing techniques and desk yoga sessions, accessible in the Brain Bank.

be aware of your body language

Minimise distractions by avoiding fidgeting, rustling with papers, clicking pens, or checking your phone during meetings. If you notice your team becoming distracted, consider incorporating icebreakers and energizers to re-engage everyone and keep the meeting on track.

