

Recharge your brain

Brain-friendly meeting culture

Many and long meetings can create extra pressure and cause frustration over not being able to get your work done. Meetings are often scheduled too close together, are too long and too unfocused. Not to mention there are often too many! This means that meetings are ineffective because meeting participants are absent, lose motivation and energy and may have to spend time getting information and duties repeated to them.

Therefore, it can be a good idea to examine your meeting culture closely so meetings become more valuable, productive and brain-friendly.



What can you do?

The following suggestions are based on experiences from many different types of companies that have worked purposefully and systematically to change their meeting culture. Let yourself be inspired and try out the ideas that suit your culture and way of working.



Set 5 minutes before or after each meeting to recharge and get ready for the next meeting. Outlook can easily be used to cut the meetings. This is especially important when working from home with online meetings!



Include small breaks in longer meetings – not just toilet and coffee breaks, but also activities that strengthen the sense of community and re-energise. Think stretching exercises, energising music or a plank competition.



To prevent you being disturbed by other people's messages when everyone is keeping an eye on the time on their respective mobile phones or laptops, use a Time Timer and ask meeting participants to put down their mobile phones and laptops. A Time Timer is a visual clock that gives a sense of time and reduces stress. See the clock here at timetimer.dk



Try doodling. Take a 2-minute doodling break between important decision points – it frees up the brain's capacity and strengthens creativity.



Start the meeting in silence. It may seem awkward initially, but once you tell participants that the purpose of the 2 minutes is for each of them to think about "what I am bringing to this meeting" and "how can I best contribute to this meeting?", the time won't feel so long. Make sure to keep your eyes open so you make contact with each other. Experience shows that it makes meetings better and participants more present.



Hold standing meetings. Experience shows that meetings become shorter and more focused when people stand instead of sit.



Set up "Walk & Talk" as a meeting venue in Outlook and try to hold 1:1 conversations that way. Many people find that taking a walk improves their conversation and leads to more creative solutions.



Make sure you have a clear purpose and agenda and give a written summary of work duties and assignments and the most important decisions resulting from the meeting.