



Intentional Meetings: A Checklist

Planning a video meeting? 6 key questions to ask yourself:



1. Wait, does this *actually* need to be a meeting?

Sometimes it's effective (and faster) to collaborate in real time in a document or chat. If you decide to meet, communicate goals in the invitation. Share a pre-read. And assign roles: leader, speaker, note-taker.



2. Am I encouraging everyone to chime in?

Many people report feeling more included in video meetings than in-person ones using features like chat, live reactions, and hand-raising. Remind your invitees they don't have to speak up to chime in.



3. Is this meeting conducive to creativity?

In-person collaboration is one of the toughest things to replicate remotely. Inspire mind meld by firing up Microsoft Whiteboard in Teams or working together in real time in a shared screen.



4. Should I use breakout rooms? (Yes, to get people talking!)

When meetings have more than five attendees, many participants speak less. If verbal participation is vital, use breakout rooms. Or consider hosting smaller sessions.



5. Am I experiencing video fatigue?

Video's great for connecting from home, but a long day onscreen can make you tired and stressed. Try Together mode to mitigate fatigue and preserve well-being—or offer people the option to turn off video.



6. Am I making space between meetings?

Set a default to end online meetings five minutes before the half-hour or hour mark. It's the virtual equivalent of the time spent walking between conference rooms—a chance to recharge.