

Meeting and Email Relief

An Experimental Approach for the EC

Meetings

No internal scheduled meetings between:

8-9 am

12-1 pm

4-5 pm

To be used for catch-up, lunch, or ad-hoc/
external meetings

Keeps flexibility for individuals

“Hollywood Squares” Zoom meetings:

brain overwhelmed by excess stimuli while hyper-
focused on searching for non-verbal cues it can't find

Consider which meetings allow people to be off camera
while staying engaged

Emails

- Reduce after hours email
 - Email traffic relegated to between 7am-6pm, M-F
 - Use “delay delivery” outside of these hours (including weekends)
 - No expectations to check email during off hours or on vacation (use calls for emergencies)
- Email etiquette to reduce traffic (bonus)
 - Use “cc”, “bcc”, and “reply all” sparingly
 - Do not “reply all” for confirmatory or thank-you emails
 - Do not expect response from FYI emails, or from those cc'd, unless critical information can be provided