

Welcome  
to

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# Healthy Meetings

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# ABOUT ME

## ROLE

Family Health Supervisor with  
Dakota County Public Health

## EDUCATION

BSN and MSN – Bethel University  
DNP – St. Catherine University

## FAMILY

Husband Evi and two pups  
Boujee (3) – mini golden doodle  
Rudolph (2) – cavapoo

## FAVORITES

Starbucks – Blonde Soy Sugar Cookie Latte  
Sports – Minnesota Vikings  
Shows – The Office









# AGENDA

**01**

## **Today's Objectives**

What do we hope to accomplish today?

**02**

## **Temperature Check**

What do your meetings look like now?

**03**

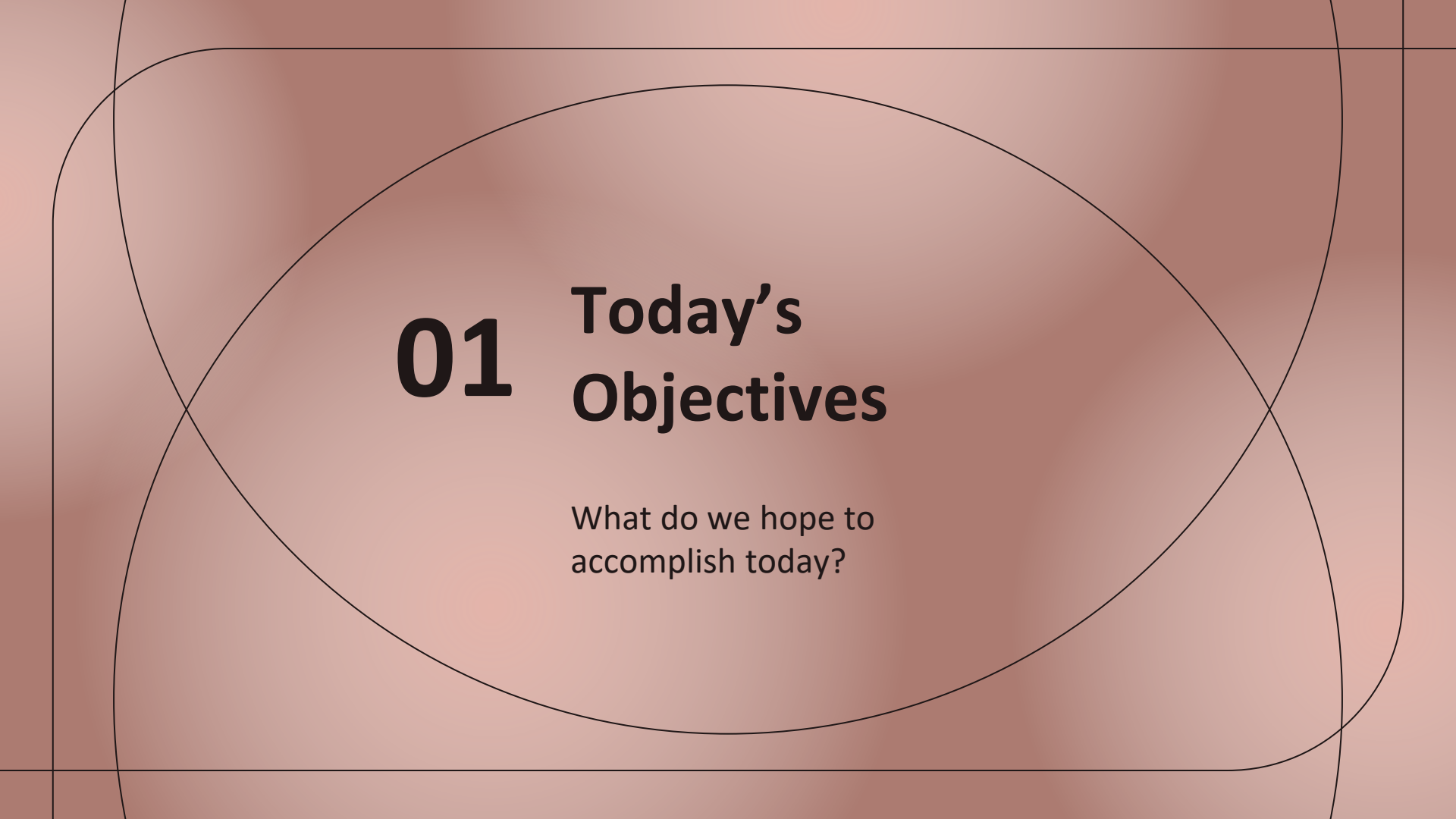
## **Healthy Guidelines**

What do healthy meetings look like?

**04**

## **Impact at Dakota County**

What impact has this had on Dakota County staff?



# **01** Today's Objectives

What do we hope to  
accomplish today?

# OBJECTIVES OF THIS SESSION



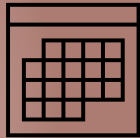
## MEETING FATIGUE

Identify characteristics of meetings causing fatigue & burnout



## HEALTHY MEETINGS

Describe healthy meeting guidelines that promote wellbeing




## SCHEDULE

Plan and schedule healthy meetings for your team



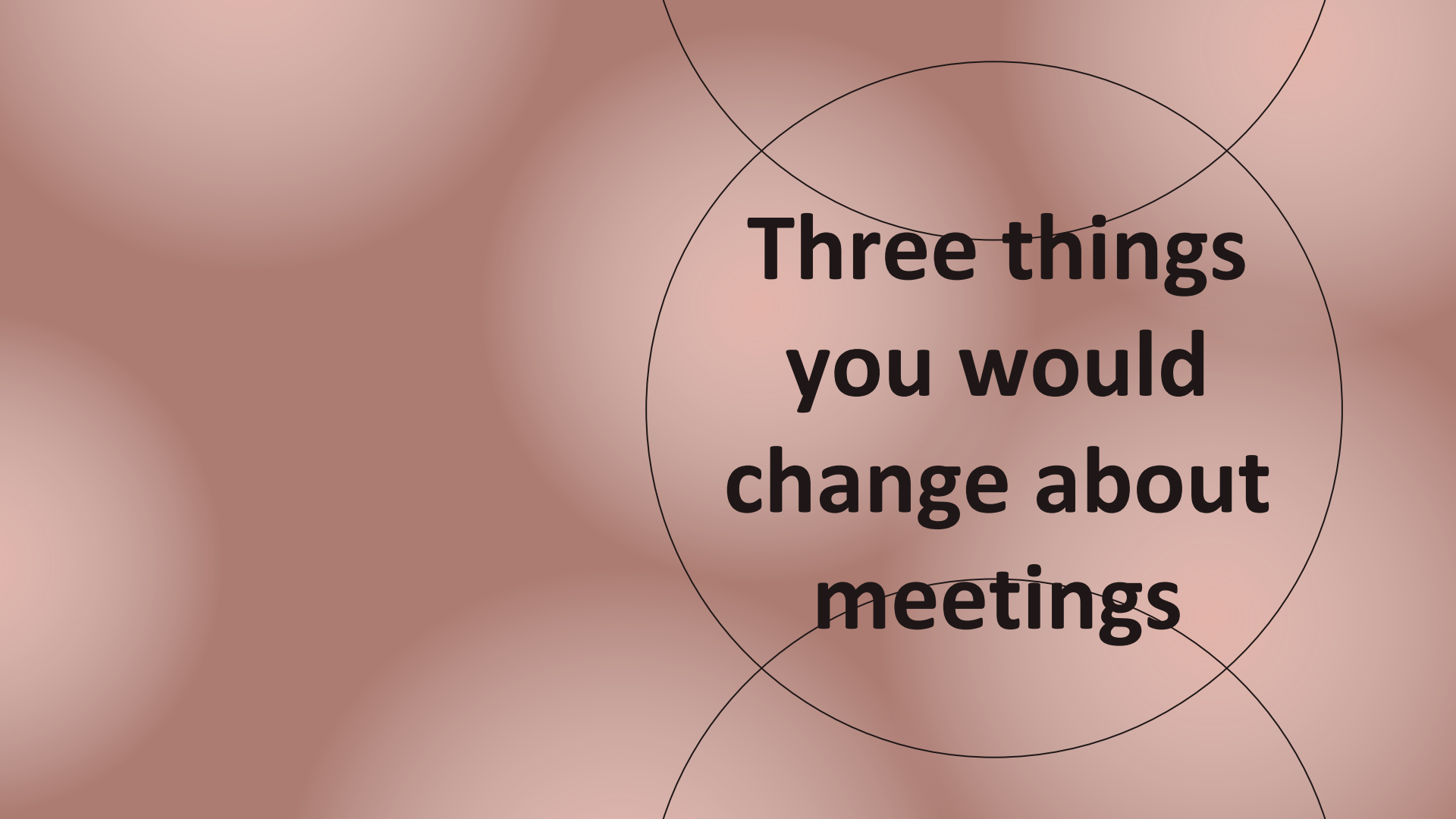
# **02** Temperature Check

What do your meetings look  
like now?



**Three things  
you value  
about meetings**



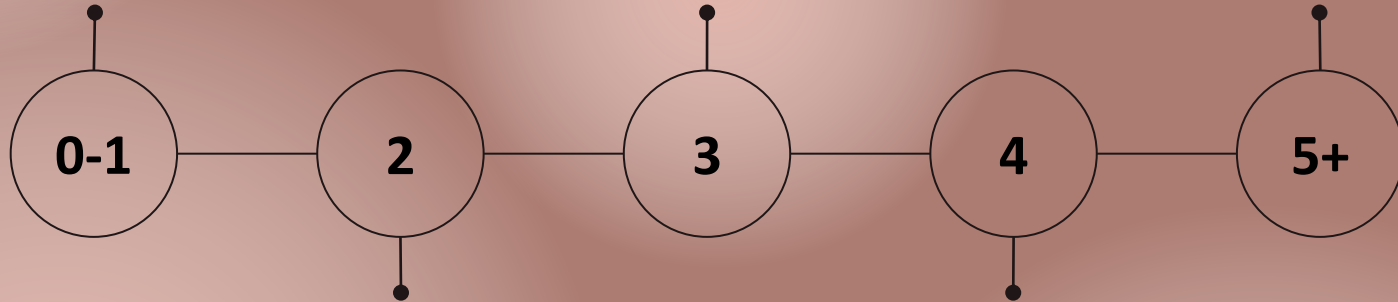
The background is a solid reddish-brown color. Three thin, dark circles are overlaid on the background, arranged in a triangular pattern. The top circle is partially cut off by the top edge of the frame. The bottom-left and bottom-right circles are also partially cut off by the bottom edge of the frame. The text is centered within the intersection of the top and bottom-right circles.

**Three things  
you would  
change about  
meetings**

# TEMPERATURE CHECK

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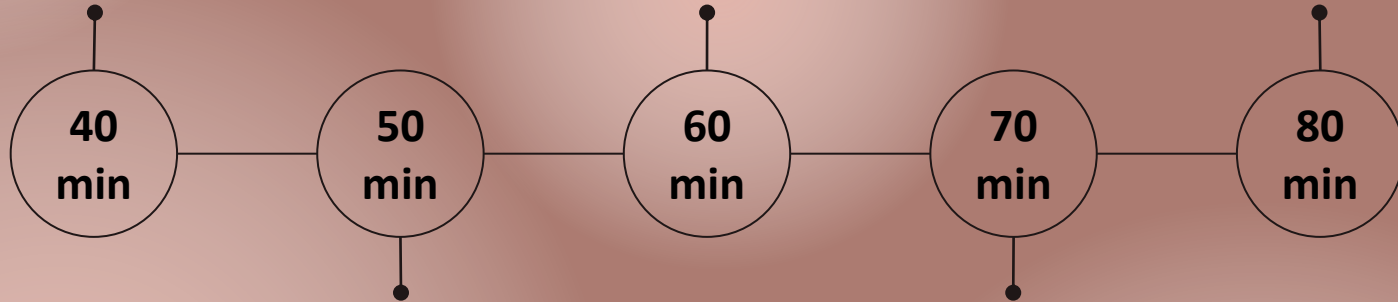
On average, how many hours per day do you spend in staff meetings?



# TEMPERATURE CHECK

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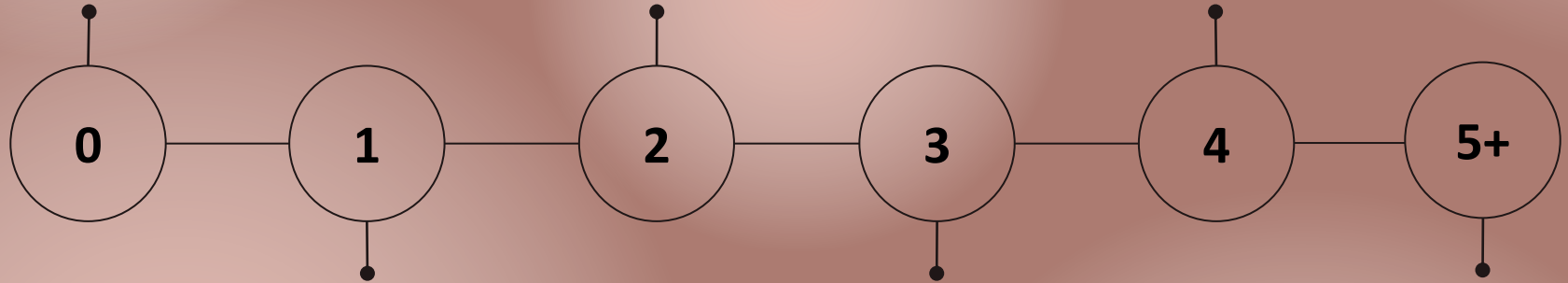
On average, how long does your typical “one hour meeting” actually last?



# TEMPERATURE CHECK

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On average, how many staff meetings do you have on Fridays?

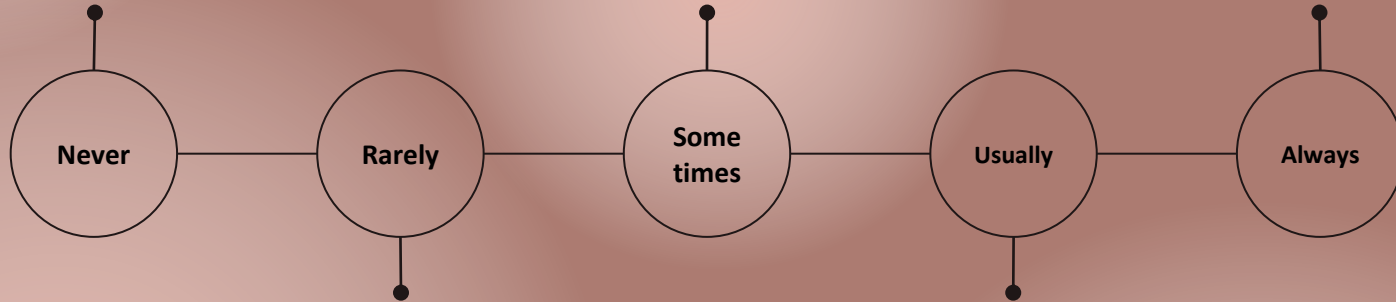




# TEMPERATURE CHECK

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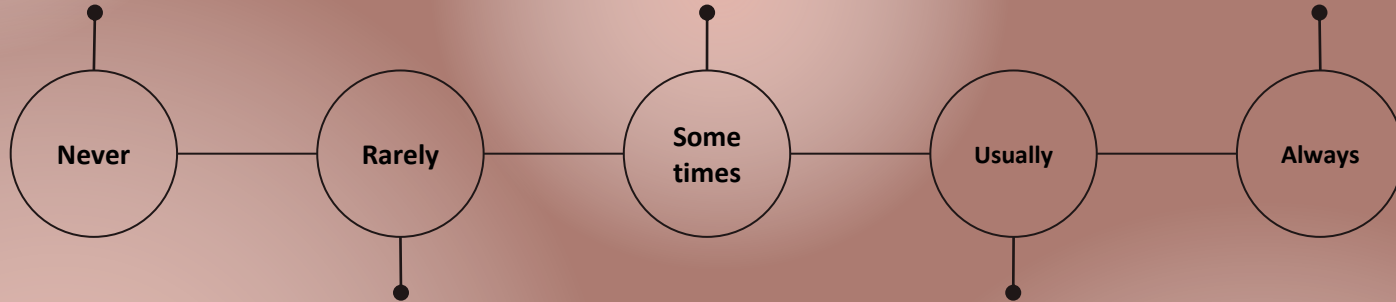
**In a 90+ minute meeting, how often do you get a break?**



# TEMPERATURE CHECK

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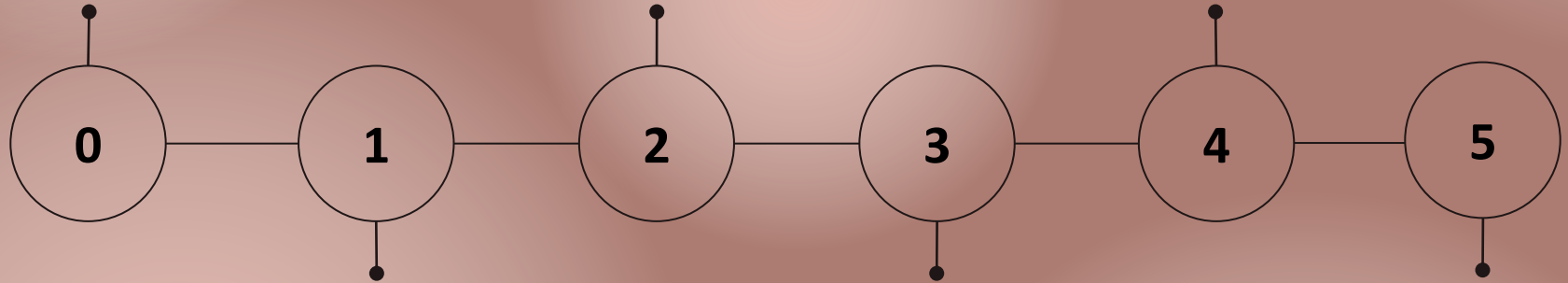
How often do you feel comfortable saying “no” to attending a meeting?



# TEMPERATURE CHECK

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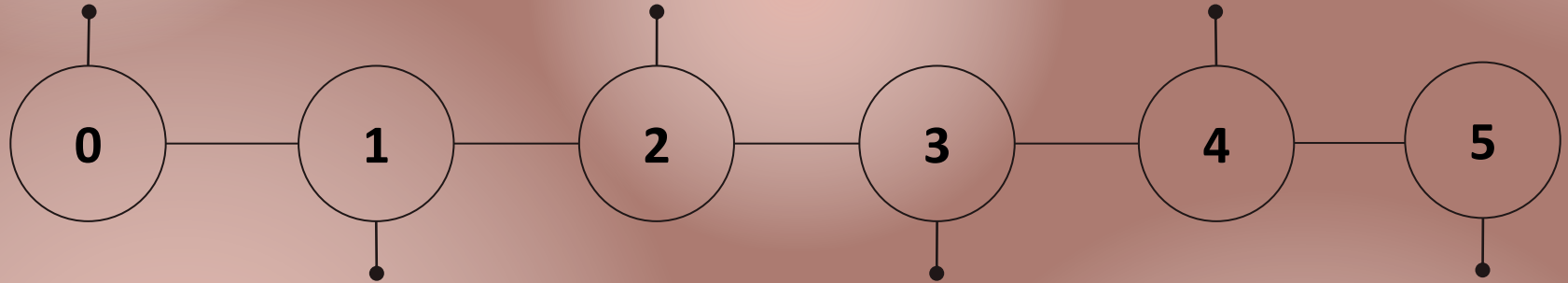
How many days per week do you put a lunch break on your calendar?



# TEMPERATURE CHECK

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How many days per week do you designate “work time” on your calendar?







# **03** Healthy Guidelines

What do healthy meetings look like?

# 50-Minute Hour



# 50-Minute Hour

Meetings that would typically be scheduled for one hour are scheduled for only 50 minutes – Similarly, half-hour meetings are only scheduled for 25 minutes

Why:

- Allows an opportunity for a bio break
- Combats back-to-back meeting fatigue
- Provides a buffer to prevent falling behind





# Bio Breaks



# Bio Breaks

Meetings that last 90 minutes or more should have at least one 10-minute bio break

Why:

- Prioritizes addressing physiological needs
- Combats long meeting fatigue



# **No Staff Meeting Fridays**



# No Staff Meeting Friday

Internal staff meetings are not scheduled on Fridays

Why:

- Prioritizes time for work projects
- Decreases weekend stress



# Maximum Daily Meeting Time





# Maximum Daily Meeting Time

Daily meeting time should not exceed five hours

Why:

- Allows daily time dedicated to job duties
- Addresses meeting burnout





# Healthy Workplace Time

# Healthy Workplace Time

Staff can block off time on their calendars with “healthy workplace time” to indicate when meetings should not be scheduled

Why:

- Prioritizes time for work projects
- Encourages staff to set meeting time boundaries and to indicate when they need meeting-free time for assignments







# Designate Attendees

# Designate Attendees

When multiple people from a work unit are invited to a meeting, designate attendees to represent the group when appropriate

Why:

- Decreases the meeting load for each member of the team
- Prioritizes job duties outside of meetings





**No is okay**



# No is Okay

Saying no to a meeting is okay – use professional judgement to determine if the meeting aligns with current priorities

Why:

- Empowers staff to prioritize their duties
- Gives permission to protect breaks and dedicated work time





# **Designated Lunch Time**

# Designated Lunch Time

Outlook calendars can designate time for a scheduled lunch break

Why:

- Prioritizes breaks
- Emphasizes the importance of addressing physiological needs





# Consider Necessity





# Consider Necessity

Consider if an email, Teams thread, or quick call could eliminate the need for a meeting

Why:

- Decreases unnecessary time spent in meetings
- Allows additional time for more pressing work assignments





# Check Availability

# Check Availability

The meeting organizer should always check the calendars of required attendees for availability before scheduling a meeting

Why:

- Ensures lunch breaks and healthy workplace time are not interrupted
- Eliminates double and over booking



# **04 Impact at Dakota County**

What impact has this had on  
Dakota County staff?



# FRIDAY MEETINGS DECREASED

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pre-survey: 4% have no meetings on Fridays  
and 38% have only one

post-survey: 28% have no meetings on  
Fridays (+24%) and 48% have only one  
(+10%)





# BIO BREAKS INCREASED

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pre-survey: 54% rarely or never get a  
break during meetings 90+ minutes

post-survey: 41% rarely or never get a  
break during meetings 90+ minutes (-  
13%)



# LUNCH BREAKS INCREASED

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pre-survey: staff put a lunch break on their calendars an average of one day per week

post-survey: staff put a lunch break on their calendars an average of two days per week



# NORMALIZED SAYING NO

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pre-survey: 42% sometimes or usually felt comfortable saying “no” to attending a meeting

post-survey: 62% sometimes or usually felt comfortable saying “no” to attending a meeting (+20%)



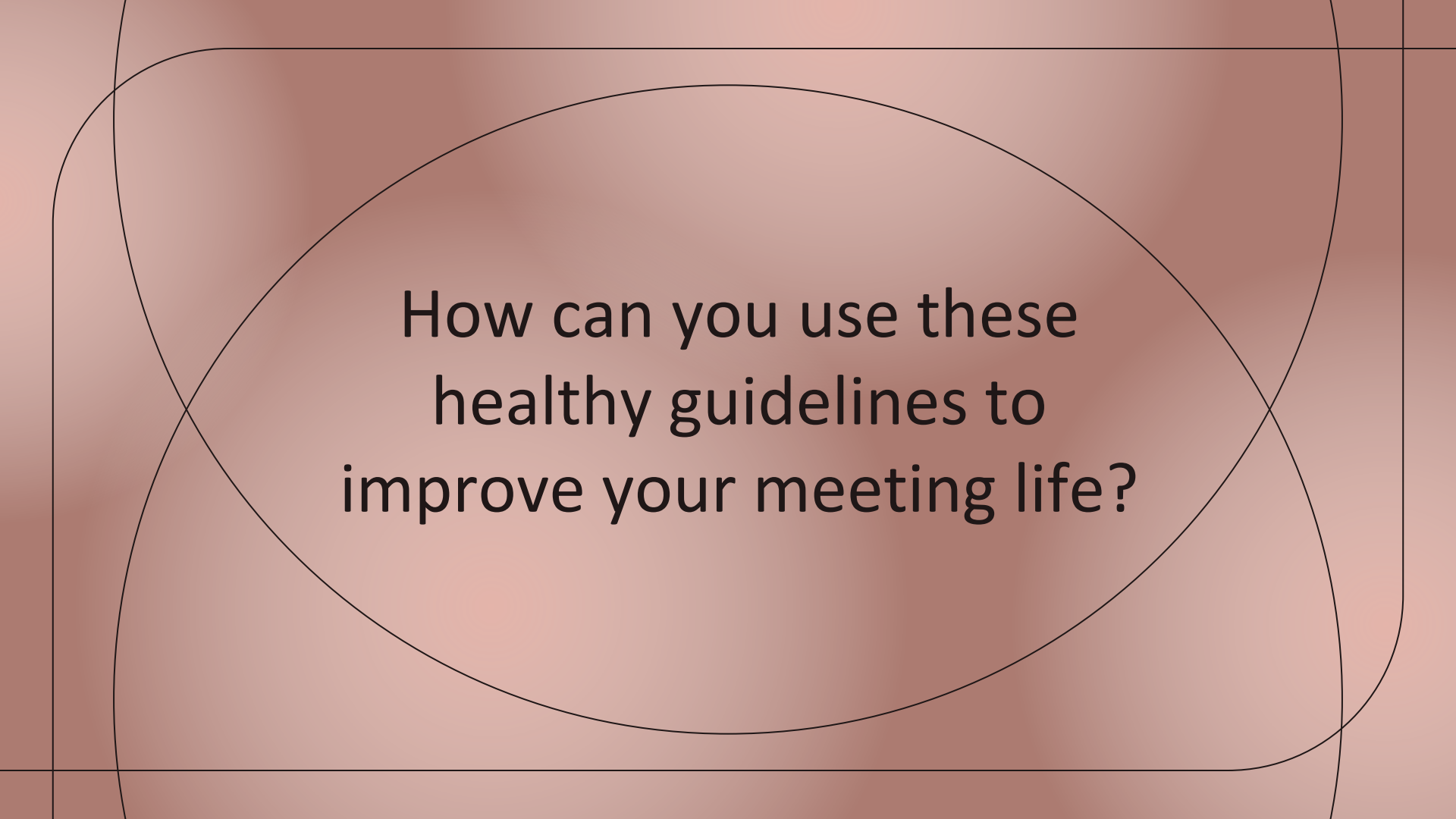


# OVERALL IMPROVEMENT

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There was improvement on every survey question!





How can you use these  
healthy guidelines to  
improve your meeting life?



healthy  
meetings

# THANKS!

Do you have any questions?

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