

MEETING EFFICIENCY

To stay efficient when working remotely, consider doing the following.



Take your **BREAKS**

Make sure to take your breaks to relax and clear your mind.

A.M.

15-minute break in the morning

LUNCH

Hour-long break at lunch

P.M.

15-minute break in the afternoon

Provide a **BREATHER**

Take time between meetings to step away from your computer and stretch your legs.

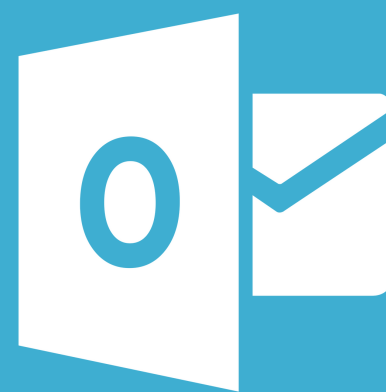


End 30-minute meetings 5 minutes early.



End longer meetings 10 minutes early.

Set default meeting times



**In Outlook:
File > Options >
Calendar > Select "End
meeting early"**

Your meetings now end early by default, no need to set it manually.