FUTURETHINK

Stop Meeting, Start Collaborating

TIPS TO TRANSFORM THE NEW NORMAL

Whether you're sharing an office or are working from home or in a hybrid environment, successful, intentional collaboration is critical for organizational success in the new world of work. Here's how:

Set Norms And Boundaries	• **Video or Not?** – Communicate clear expectations among team members to reduce anxiety. • **Go on a Time Diet** – See what meetings you can reduce or cut in *half.* • **One-way vs. Two-way Meetings** – one-way meetings that focus on information sharing can often be turned into emails. Two-way meetings are for collaboration, problem-solving, and decision-making. • **Stop False Urgency** – Agree on standard turn-around times and what constitutes a 24-hr turnaround.
Engage With Impact	• **Turn Agendas into Questions –** Stop using generic statements in meeting invites, agendas, and email subject lines. Instead, pose a question that you want participants to problem-solve when you get together. This helps get people thinking in advance and forces the sender to think about the reason for the meeting/collaboration in the first place. • **Work Hack-a-Thon –** People have clever workarounds to daily complications. Have teams 'hack' an annoying task or problem by sharing clever ways they use to get around it. • **Break from Routine –** Invite 'unusual suspects'/external people to your meetings for fresh perspectives.
Build Trust & Rapport	• **Do a Chat Icebreaker –** At the start of a meeting, ask people to share something fun and personal (what did you have for breakfast? Favorite vacation? New hobby?). • **15 min. 'Brain Dates' –** Schedule time for a brief talk with someone outside your normal circle who could teach you something totally different.
Avoid Collaboration Overload	• **Invite the Least # of People –** Rather than thinking about ALL the people you need to include, focus on the least amount of people required to make the gathering productive. • **Zombie Meeting Audit –** Take unnecessary, recurring meetings OFF the calendar by reviewing if they're still necessary. If not? Eliminate them. Still need the meeting? Consider changing the frequency. • **NNTR –** Sending an FYI email meant to be a one-way communication? Get rid of unnecessary reply-all emails by putting NNTR – No Need To Respond – in the subject line. • **BLUF –** Get to the point with BLUF – Bottom Line Up Front – by putting your key point first. At the start of your emails write your BLUF statement in BOLD – people will appreciate the directness and quickly know what you're asking them to do.

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