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Ending Unproductive Virtual Meetings

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Ending Unproductive Virtual Meetings



*A key advantage of face-to-face meetings, according to respondents, is that all the visual clues needed to avoid misunderstanding are present. A full **96%** said they had correctly predicted a positive outcome from a face-to-face meeting based on nonverbal clues, with the most predictable being good eye contact.*

Ending Unproductive Virtual Meetings



Poorly run meetings have a tremendously negative impact on team success, innovation, creativity, and on individuals' well-being and stress. In fact, experiencing a poor meeting can even result in *meeting recovery syndrome*, where employees lose additional time and productivity mentally recovering from a bad meeting.

Ending Unproductive Virtual Meetings



The research suggests that only around 50% of meeting time is effective, well used, and engaging — and these effectiveness numbers drop even lower when it comes to remote meetings.



1. Virtual Communication is Hard to Remember



2. Lack of Social Cues



3. Short Attention Spans

Separated Environments



Separated Environments



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Medium	Information Richness	Data Capacity
Face-to-face discussion	Highest	Lowest
Telephone	High	Low
Electronic mail	Moderate	Moderate
Blog	Moderate	Moderate
Individualized letter	Moderate	Moderate
Personalized note or memo	Moderate	Moderate
Formal written report	Low	High
Flyer or bulletin	Low	High
Formal numeric report	Lowest	Highest

Ending Unproductive Virtual Meetings

Provide Data First

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Don't Over Invite

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Turn Camera On

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Use Artificial Social Cues

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Shorten Your Meetings

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Meeting Basics

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- Set Expectations



End with Clarity