Tips for Managers and Employees on Working More Efficiently

- Consider whether a Zoom meeting is necessary. Use Google chat to connect with coworkers for one-off questions. Consider having phone conversations or conference calls, which can be a nice change from a meeting. Also consider if the work can wait until the next time you are regularly scheduled to meet.

- If you do need to schedule a meeting, consider whether work can be accomplished in shorter meetings. 15/30/45 minute meetings can be very effective if they are focused. Consider using the extra time between meetings to get outside.

- Managers should encourage employees to schedule a real break to eat lunch, which may mean moving meetings away from the lunch hour. Once the manager and employee agree on a lunch schedule, mark that time as not available for meetings in your Google calendars.

- Consider whether weekend or evening communication is both essential and time-sensitive. If not, consider waiting to send emails until the next business day. You can compose the email and use GMail's "schedule send" to send it at a future time.

- We should all reconsider what constitutes sending an after hours text message or phone call unless it is an urgent situation. It is important to have a mutual understanding of this through conversations with your manager.

- Managers should be having regular check-ins with employees about their current workload and bandwidth and consider re-prioritizing, delaying or ceasing work if new priorities arise.

- Managers and employees should plan for employee time-off. Work that must continue should be redeployed to other members of the team. Where possible, managers should account for time off when planning a project or deliverable. In other words, we all need time off and returning to work following a vacation should not be met with a backlog of work.