



## HOW TO GET THE MOST OUT OF VIRTUAL MEETINGS AND TRAINING

Do you ever look at your calendar and feel overwhelmed by the amount of time you're spending in online meetings or training? Are you signing up for webinars and letting them run in the background while you get other work done? You're not alone.

A recent [LinkedIn poll](#) with almost 3000 respondents showed that about 40% of people are spending 2-4 hours per day in online meetings and almost 30% of people are spending up to 5-7 hours per day. Another [study](#) found that the number of hours that people spend in online meetings jumped from less than 15 hours per week in 2020 to more than 20 hours per week in 2022. That's 50% of our work time!

Since the beginning of the Pandemic, online meetings and training have become a staple in most of our teams and organizations. And although many people are [experiencing](#) 'Zoom Fatigue' or [virtual burnout](#), the option to meet and learn online also gives us incredible access to people and information like never before.

Since online meetings and training are likely here to stay, we've put together some tips and effective practices that can help you remain engaged and reduce any angst you might be feeling when you're virtually connected.

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### Questions? Comments?

### Contact Us!

For additional information about the National Leadership Consortium's programs and research, visit [www.natleadership.org](http://www.natleadership.org).

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Contact Cory Gilden at [cgilden@natleadership.org](mailto:cgilden@natleadership.org) with questions related to our research.

1. During virtual meetings and training, **make meaningful connections with other attendees and presenters**. Prioritize finding one or two people to follow up with and commit to reaching out.
2. **Keep a meeting or training journal to write key ideas, takeaways, to-do lists, or intentions for yourself**. Keeping records helps you stay present and helps you remember intentions and to-dos that come from the meeting or training.
3. If you're going to participate in an online meeting or training, **be there**. We always recommend that people close or silence other windows, put phones and other devices out of reach, and mark yourself unavailable in calendars or applications like Teams.
4. **Sign up for training or webinars that you can watch later or go at your own pace**. Self-paced lets you still get the information you need and reduces stress related to arranging your day around a webinar or training.
5. **Set agreements with your team that help everyone stay engaged during online meetings or training**. For example, your team can agree not to do other work or answer emails during a virtual meeting. Or you can agree that 5% to 10% (2 to 4 hours per week) of time can be spent on individual development, such as online webinars or training.
6. Set boundaries around online meetings and learning. **Decide what capacity you have based on your workload, energy, and tolerance for being virtually connected**. Be open about 'Zoom Fatigue' or online burnout with your team and set shared goals to ween yourself from virtual meetings that could be handled over emails, Slack, or another platform.