



How to prepare your team for A Week Without Meetings

In the week prior, talk with others about your plans for managing A Week Without Meetings. In 1:1s and team meetings, discuss strategies for communicating and maintaining forward momentum. Here are some tips for preparing your team:

1. Look at your calendars. Cancel and decline meetings that are not critical. Before rescheduling, ask: Does it need to be a face-to-face meeting? Consider whether the communication can be handled another way.

2. Don't assume productivity will suffer. Just because you're not meeting doesn't mean the team isn't communicating and collaborating. Other ways to communicate include:

- Slack
- Email
- Zoom/phone for conversations
- Shared Google doc
- Trello
- Notion
- What other collaboration platforms does your team use?

3. If your team is knee deep in a project, consider posting a shared Google doc to help facilitate critical communication during the next week. Team members can set goals, share status and clarify questions on this doc.

4. In 1:1s and team meetings discuss strategies for communication related to specific projects and situations. Help team members decide which meetings are essential to organize and attend.

5. Recognize that you may still need to hold critical meetings during A Week Without Meetings (customer meetings or new hire onboarding, for example). Prepare your purpose/outcomes/agenda to share with participants before those meetings.

6. Set the stage to learn from A Week Without Meetings. Ask yourself and your team:

- What do you hope to accomplish next week—with the newly available time—that you wouldn't be able to in a normal week?
- After this one week reset, by how much would you like to permanently reduce the meetings on your calendar?
- How will I capture what I learn about myself and my team's work? (Add your feedback about the experience and learnings to our A Week Without Meetings Hotwash doc.)