



# MINDFUL BUSINESS CHARTER

## SMART MEETINGS

	<p>Is the meeting necessary or could the intended outcome be better achieved by different means?</p> <p>Keep under review whether meeting still required/timescale/agenda items to allow attendees to prepare for meeting</p>
	<p>Avoid using "Diary Buster" invites unless absolutely necessary</p>
	<p>Consider whose attendance is required/optional and structure the meeting to allow colleagues to drop off when their section is over.</p>
	<p>Consider duration of meeting - use 25mins/45mins/55mins options to avoid back 2 back scenarios</p>
	<p>Avoid scheduling meetings outside working hours and over lunchtime. Check attendees' availability when scheduling a meeting and respect rest periods, particularly holidays and NWDs.</p>
	<p>Consider scheduling a walking meeting. Use the opportunity to get outside and get active</p>
	<p>Use all available options for attendance e.g. Teams / Dial in / F2F - only in exceptional circumstances should meetings have to be F2F.</p>
	<p>If you are the organiser, always prepare an agenda and circulate it at least 24hrs before the meeting, with supporting papers.</p>
	<p>Notify the meeting organiser as soon as possible if you can no longer attend.</p>
	<p>Be ready to start on time. Consider closing the meeting if attendees have not arrived within 6 minutes of the scheduled start time.</p>
	<p>Be fully engaged at the meeting. Avoid completing other tasks while attending the meeting by phone / virtually.</p> <p>Include everyone - as Chair, make sure everyone has a say, so collaborative</p>