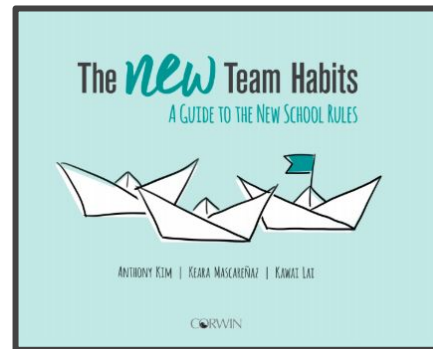


THE NEW TEAM HABITS

WEBINAR: THE MEETING HABIT

May 21, 2020



slido

Join at
slido.com
#V160

2-3 words to describe meetings

YOUR WEBINAR TEAM



Gabby Hewitt

gabby@edelements.com



[gabEEinDC](#)

GOALS FOR TODAY'S WEBINAR:

1. INTRODUCE THE MEETING HABIT
2. IDENTIFY CHALLENGES ASSOCIATED WITH INCREASING PRESENCE IN AN ONLINE ENVIRONMENT
3. CONNECT TEAM NEEDS TO SPECIFIC CHECK-IN STRATEGIES

A QUICK INTRO/REFRESH ON TEAM HABITS

WHY HABITS?

DESIRE

We want to learn a new language.

We want to spend more time being present with our families.

We want to lose weight.

GOAL

Hold a conversation by Fall 2020.

Spend 10 hours a week with family.

Set a target weight loss goal of ~20 pounds.

HABIT

Commit to 10 minutes of practice each day.

Commit to eat dinner with them each night.

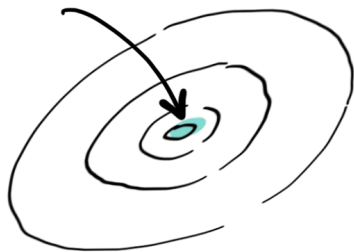
Commit to walking 30 minutes each day.

WHY HABITS?

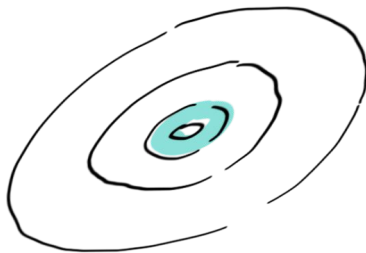
HABITS HELP US:

- OVERTHROW OUR GOALS.
- ARE EASIER TO START (TINY HABITS).
- ARE LIFELONG ONCE ESTABLISHED.
- ADD UP (AGGREGATION OF MARGINAL GAINS).

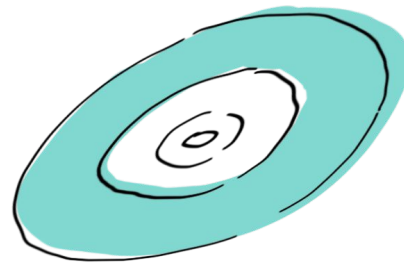
SMALL HABITS CONNECT TO A LARGER PURPOSE



SMALL HABIT

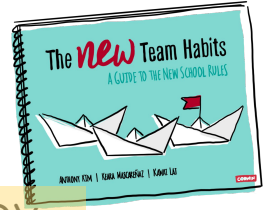


TINY RIPPLE EFFECT



BIG RIPPLE EFFECT

FROM THE NEW TEAM HABITS

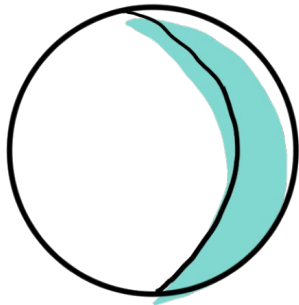


“For many of us, meetings occupy the majority of our work day.

Meetings have the potential to be powerful levers for sharing and collaboration but unfortunately are often disengaging and inefficient.

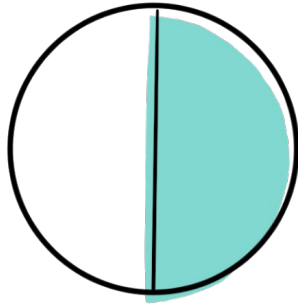
We have found that meetings are a powerful place to change the way we engage and work with each other. By shifting the way you start your meetings, you can change the tone, engagement, and ultimately culture of your meetings and your team.”

HOW WE'LL LEARN TODAY: THE SEPAD METHOD



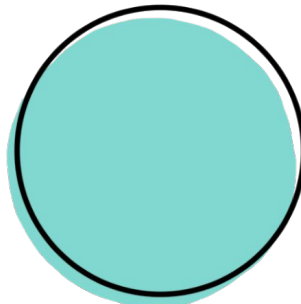
SPARK

INSPIRATION TO
ILLUSTRATE WHY THE
HABIT NEEDS TO CHANGE



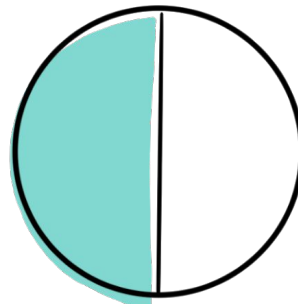
EXPAND

RESOURCE OR TOOL TO
BUILD UNDERSTANDING
OF THE HABIT



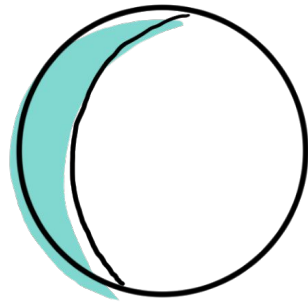
PRACTICE

ACTIVITY TO PRACTICE
THE HABIT IN A SAFE
ENVIRONMENT



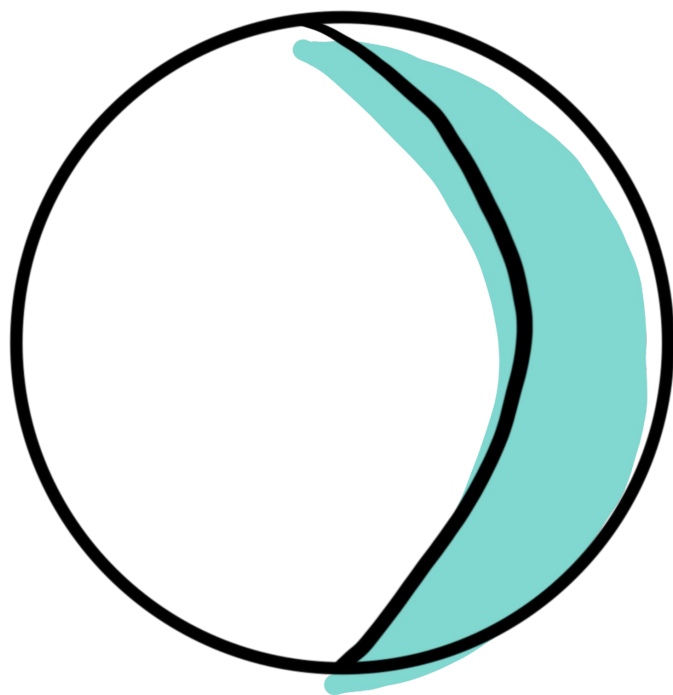
APPLY

PLAN FOR TRYING
THE HABIT IN THE
REAL WORLD



DEBRIEF

REFLECTION ON TRYING
THE HABIT + FUTURE
ITERATIONS



SPARK



WHO RESONATES WITH YOU? *(PUT YOUR ANSWER IN THE CHAT)*

1



3



2



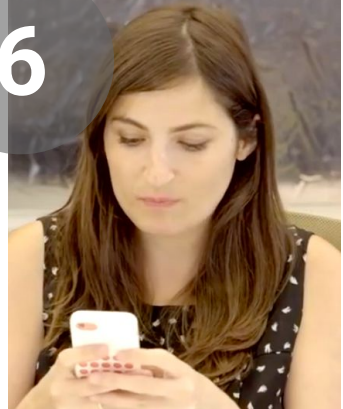
4



5



6



7



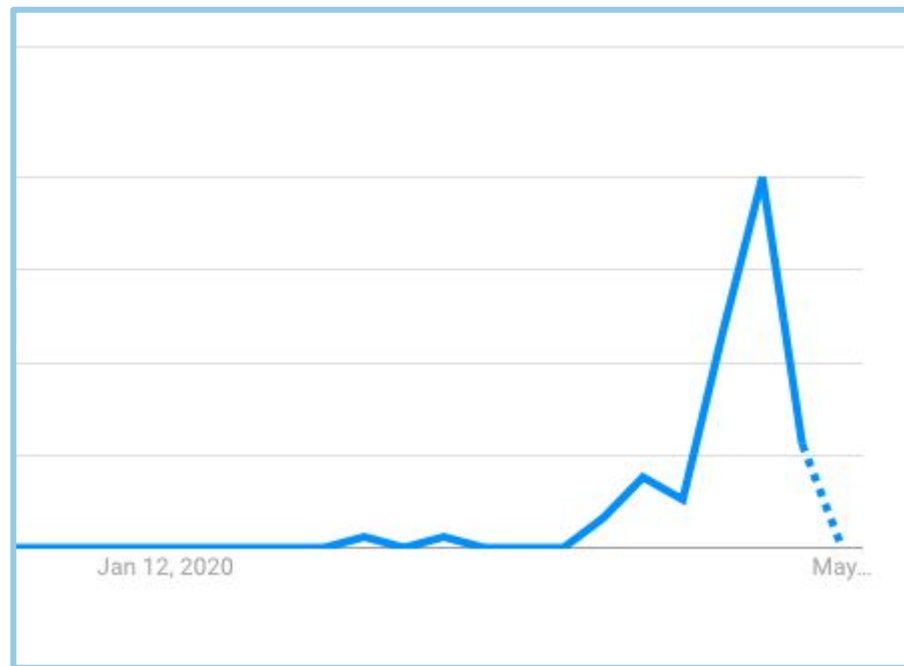
04-15-20 | SECRETS OF THE MOST PRODUCTIVE PEOPLE

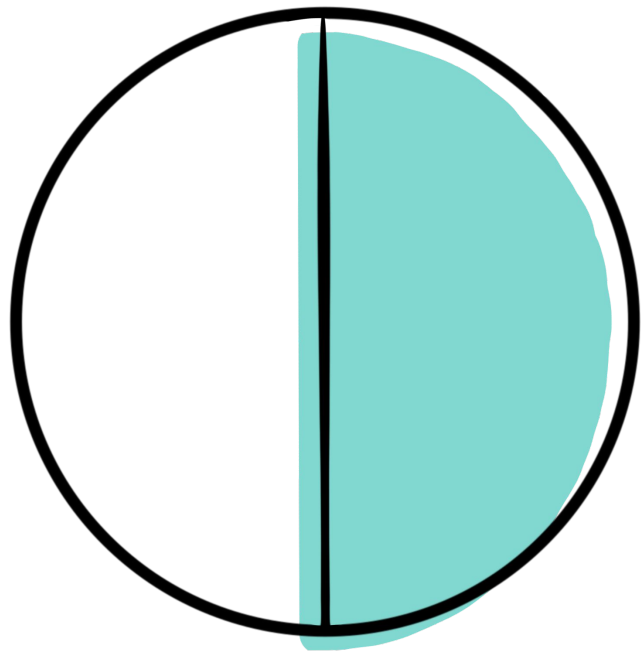
I'll be right back. How to protect your energy during Zoom meetings

With incessant videoconferencing, the opportunity to recharge and rest your eyes between meetings is increasingly important.



Searches for “zoom fatigue”





EXPAND

2 full days every
week

Send 1-3 emails for
every 30 min

Harvard Business Review

Meeting Cost

\$1,932

60 min, 40

→ Duration

1hr

→ Total Attendees

40

→ Estimate salary for **PERSON 29**

Lower Higher

\$140K	\$150K	\$175K	\$200K
--------	--------	--------	--------

Cost of meeting
usually starts at \$1K

“Endless meetings
with endless
discussion”



65% keep me from completing my work

71% are unproductive + inefficient

64% come at expense of deep thinking

62% missed chances to bring team closer

WHAT IF MEETINGS

WERE POWERFUL MOMENTS

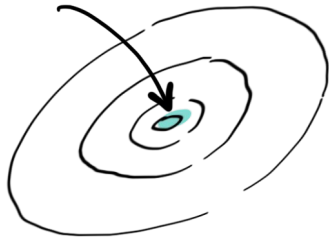
INSTEAD OF WASTED HOURS?



CHECK-INS

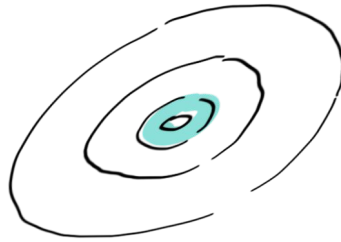
EXAMPLES OF CHECK-INS

NOW	FUN	DEEP
<ol style="list-style-type: none">1. How are you feeling coming into this meeting?2. What is occupying your mind?3. How do you feel on a scale of 1-5?4. What color represents how you feel right now?5. What's the best thing that's happened to you today?	<ol style="list-style-type: none">1. What is your spirit animal?2. What has been your weirdest job?3. What was your favorite band ten years ago?4. What food or drink reminds you of home?5. What is your nickname?	<ol style="list-style-type: none">1. What is something you came across recently that gave you hope or inspiration?2. What's become apparent since we last met?3. What are you seeking to learn and contribute today?4. What are you willing to set aside to be present?5. What brings you joy?



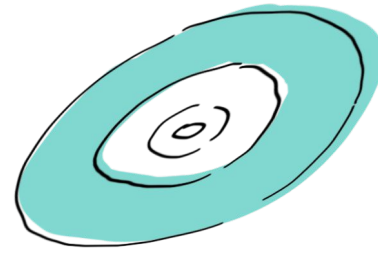
HABIT

WE LEAD
CHECK INS



TINY RIPPLE

TO INCREASE
PRESENCE



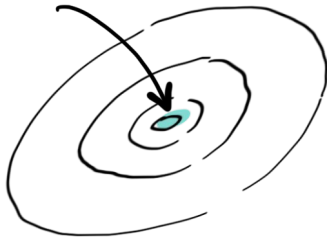
BIG RIPPLE

SO THAT OUR TEAM HAS MORE ENGAGEMENT
AND EQUAL TALK TIME IN MEETINGS

THE MEETING HABIT

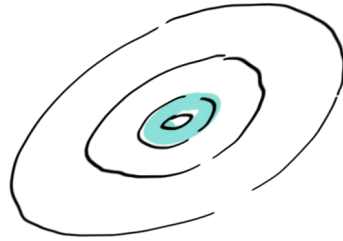
IN THE CHAT:

WHAT OTHER RIPPLES CAN LEADING CHECK-INS HAVE?



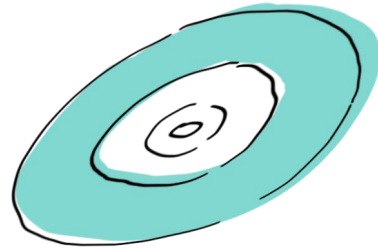
HABIT

WE LEAD
CHECK-INS



TINY RIPPLE

TO...



BIG RIPPLE

SO THAT...



ENSURE ALL
VOICES ARE HEARD



BUILD
SELF-AWARENESS



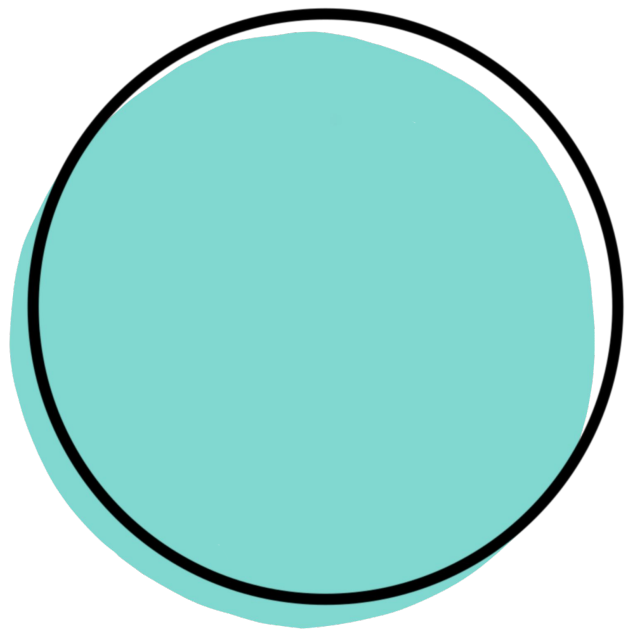
ALLOW US TO BE
MORE HUMAN



DEEPEN
CONNECTIONS



INCREASE
BELONGING



PRACTICE

REFLECT: WHAT ARE YOU **HIRING REMOTE**
CHECK-INS TO DO FOR YOUR TEAM?

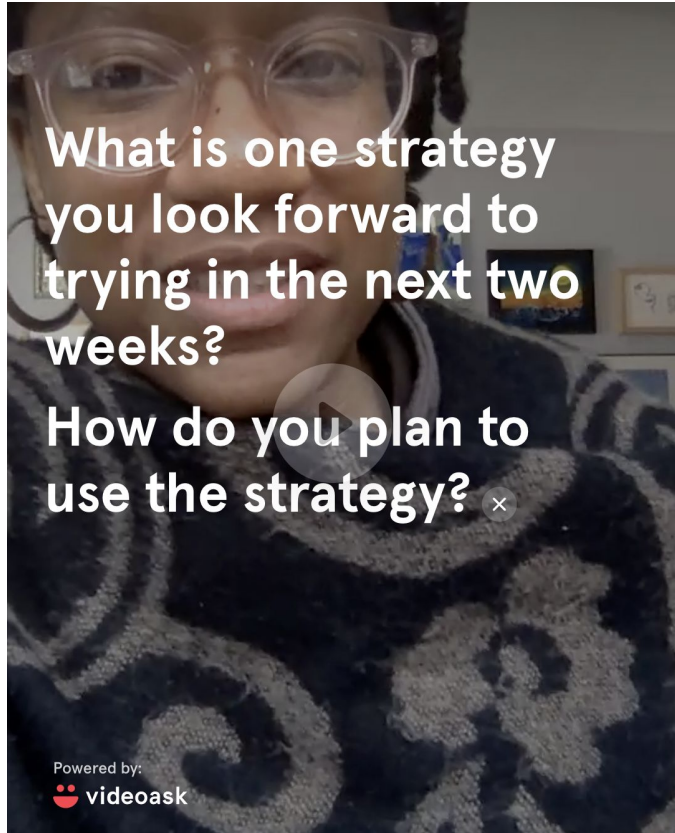


INTENTIONAL USE OF CHECK-INS IN AN ONLINE ENVIRONMENT

In the chat: Identify a challenge your team has felt in the shift to virtual meetings?

	Time	Space	Routines	Communication	Accountability
Brick + Mortar	Staff manages + maintains consistent, predictable schedule	Clearly defined meeting space, managed + structured by facilitator	Managed by the individual, vary in structure, are implemented privately	Face-to-face as primary mode of communication, digital tools used to fill gaps	Facilitator monitors clarity of messaging + progress towards next steps
Online	Schedule differs by staff member, inconsistently maintained	Digital meeting space, managed by facilitator + structured by constraints	Managed by the group, consistent structure, implemented publicly	Digital communication as primary mode, human touch used to fill gaps	Staff own the creation + follow through of next steps, facilitator supports progress

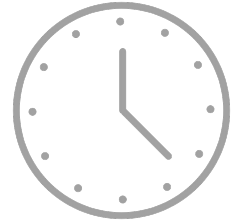
TIME - ASYNCHRONOUS CHECK-INS



Check-in that involves staff engaging with, sharing, and learning through resources and materials provided by the facilitator and completed independently.

Example: Videoask

How would you like to answer?



**Schedule differs
by staff member,
inconsistently
maintained**

SPACE - LIVE (SYNCHRONOUS) CHECK-INS



**Digital meeting
space, managed
by facilitator +
structured by
constraints**

NOW	FUN	DEEP
<ol style="list-style-type: none">1. How are you feeling coming into this meeting?2. What is occupying your mind?3. How do you feel on a scale of 1-5?4. What color represents how you feel right now?5. What's the best thing that's happened to you today?	<ol style="list-style-type: none">1. What is your spirit animal?2. What has been your weirdest job?3. What was your favorite band ten years ago?4. What food or drink reminds you of home?5. What is your nickname?	<ol style="list-style-type: none">1. What is something you came across recently that gave you hope or inspiration?2. What's become apparent since we last met?3. What are you seeking to learn and contribute today?4. What are you willing to set aside to be present?5. What brings you joy?

ROUTINES - PULSE CHECK CHECK-INS

How are ya fEeling?

* Required

We think folks might be generally fall into these three buckets of feelings and would love to learn about your current state, knowing it can change, so that we can provide support across the company. And we'd love to hear about any other feelings- please share below! *

- ☐ I'm mostly feeling okay- making some adjustments but generally have a sense of where to spend my time and how to work
- ☐ I'm feeling pretty confused about what to prioritize and how to spend my time and would love some guidance
- ☐ I'm feeling pretty overwhelmed personally and/or professionally and would love some individual support
- ☐ Other: _____

What else should we know about how you're feeling or what you need from EE at this time?

Your answer _____

Your name (if you're willing to share or if you want follow up)


Your answer _____

Submit

Invest time in checking in at the beginning/end of each week

Jason / Kelly Check-in

Monday, March 23 · 9:45 – 10:30am

 [Join Zoom Meeting](#)

 <https://edelements.zoom.us/j/5714943177>

 2 guests
2 yes

 Kelly Freiheit
Organizer

 Jason Broussard




Purpose:


- Check-in to see how you are feeling
- Review calendar for this week and prioritize work
- Anything else?

JRB:BL:KF Check-in

Monday, March 30 · 12:30 – 1:00pm

 [Join Zoom Meeting](#)

 <https://edelements.zoom.us/j/5714943177>

 3 guests
3 yes

 Kelly Freiheit
Organizer

 Elizabeth Lambert

 Jason Broussard



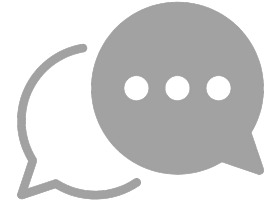
Purpose:

- How are you doing coming into the week
- Celebrate our "wins" from last week
- Check-in on priorities for the week



Managed by the group, consistent structure, implemented publicly

COMMUNICATION - JOYOUS CHECK-INS



Digital
communication
as primary mode,
human touch used
to fill gaps

Last Friday: Neon Day!

COVID-19 Updates

Updates that impact our work

- School closures
- State updates
- Travel impacts
- Company-wide updates

COVID-19 Resources

Resources that could be helpful

- Sample school schedules
- District websites
- Ideas for fun
- Free workout classes

Purvi Patel

ACCOUNTABILITY - ROTATE ROLES FOR POTLUCK CHECK-INS

DI Meeting Schedule

Core Value Alignment Ideas



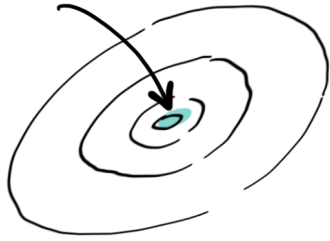
Date	Core Value	Owner	Facilitator:	Notetaker:
April 17, 2020	Never Stop Learning			
April 24, 2020	Invest in Eachother			
May 1, 2020	Innovate and Iterate			
May 8, 2020	Celebrate Success			
May 15, 2020	Bring Joy to your Work			
May 22, 2020	Never Stop Learning			
May 29, 2020	Invest in Eachother			

Staff own the creation + follow through of next steps, facilitator supports progress

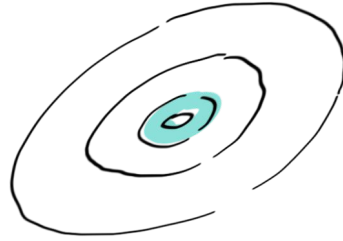
QUESTIONS OR IDEAS?



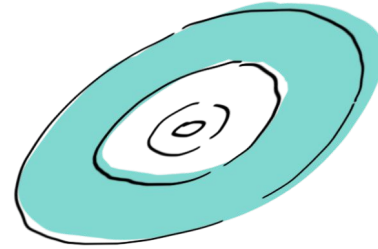
DRAW YOUR RIPPLE!



HABIT



TINY RIPPLE



BIG RIPPLE

WE'LL START BY

LEADING A _____

CHECK IN 

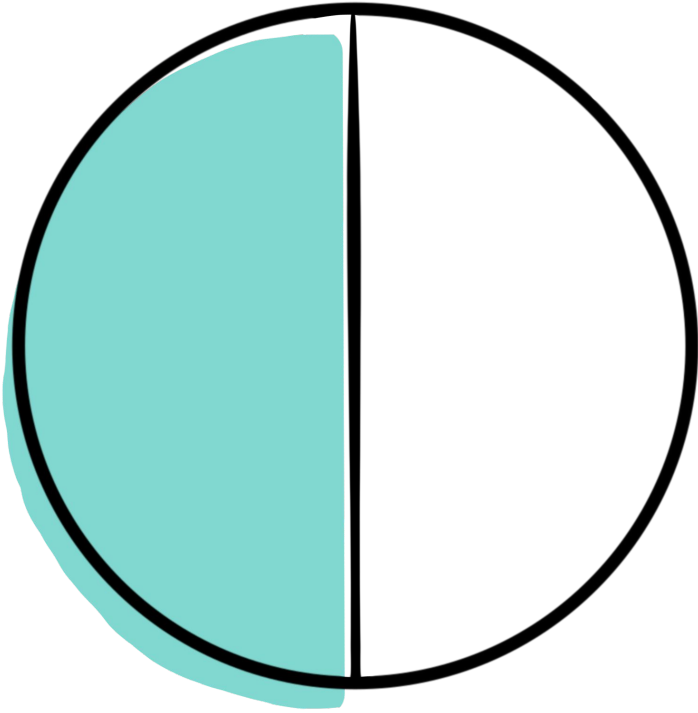
- Asynchronous
- Live
- Pulse Check
- Joyous
- Potluck

SO WE NEED TO _____

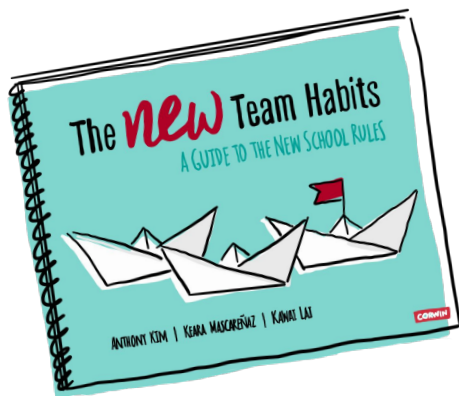
OUR GOAL IS TO _____



- Increase trust
- Create a more positive culture
- Increase belonging
- Increase engagement
- Have more equal talk time



APPLY



COMMIT TO TRY THE HABIT



4 MINUTES

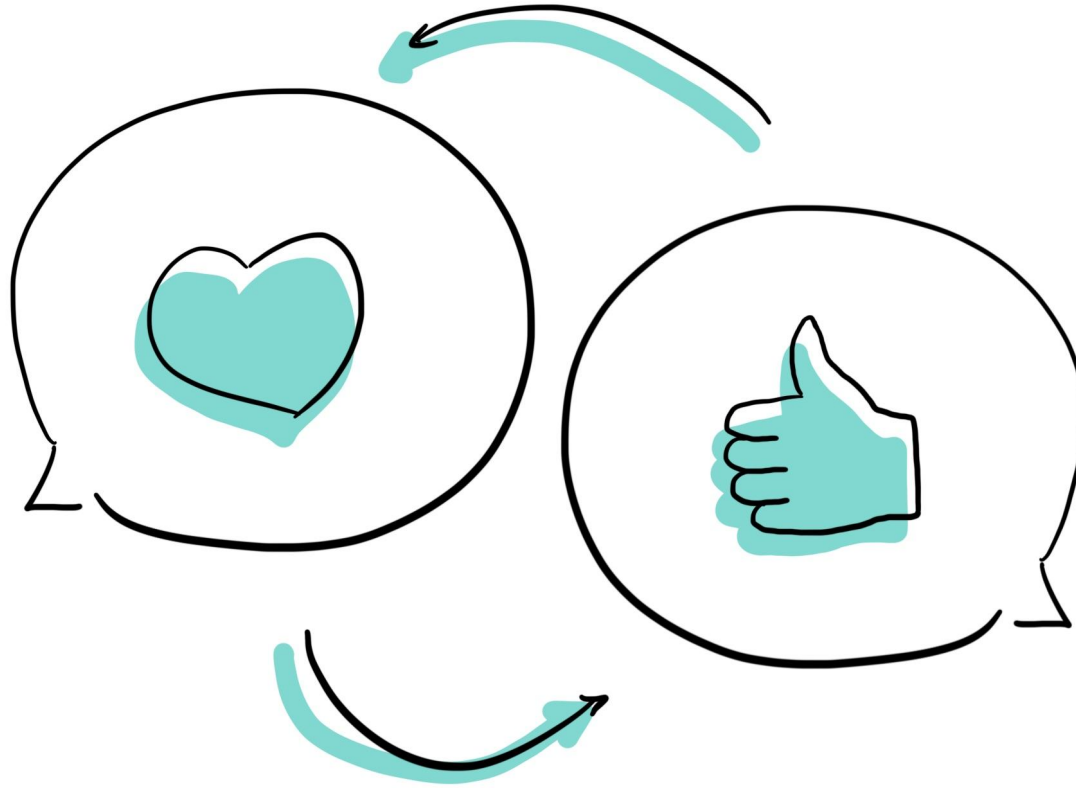


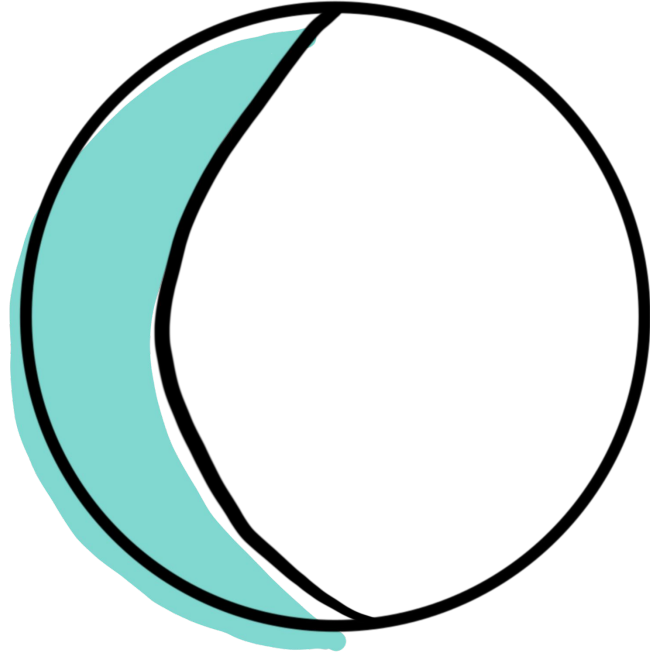
WRITE ON YOUR OWN

Based on your learning and practice today, commit to trying the Meeting Habit: We Lead Check-Ins at some of your upcoming meetings. We recommend trying at least five check-ins over the 3 weeks before this group comes back together to debrief. This will give you a variety of experiences and examples to share from.

	MEETING	CHECK-IN QUESTION	WHY DO I WANT TO TRY THIS QUESTION WITH THIS GROUP?
Example	District cabinet	What is occupying your mind as we start this meeting?	This team often brings a lot of distractions and worries into our meeting, and I'd love to be able to name and share them, and then move forward.
CHECK-IN #1			
CHECK-IN #2			
CHECK-IN #3			
CHECK-IN #4			
CHECK-IN #5			

SHARE 1 COMMITMENT IN THE CHAT



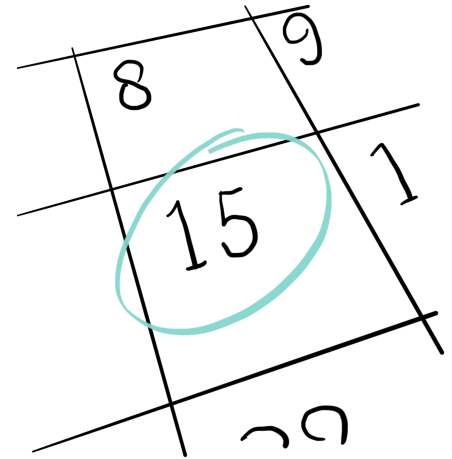


DEBRIEF









COMMIT TO REFLECT

Add time on your calendar in the next 2-3 weeks to reflect on how it went to lead check ins

You might set up time to reflect alone, meet with a teammate, or reach out to someone from this webinar!



ONE MORE RESOURCE

CHECK IN Q'S		CHECK OUT Q'S	
	WHAT IS OCCUPYING YOUR MIND AS WE START THIS MEETING?		WHAT SOUND REPRESENTS HOW YOU ARE FEELING AT THE END OF OUR MEETING?
	ON A SCALE OF 1 TO 5, HOW ARE YOU FEELING COMING INTO THIS MEETING?		ON A SCALE OF 1 TO 5, HOW USEFUL WAS OUR MEETING?
	WHAT COLOR REPRESENTS HOW YOU ARE FEELING RIGHT NOW?		WHAT SONG REPRESENTS HOW YOU ARE FEELING AT THE END OF OUR MEETING?
	WHAT'S BEEN THE HIGH AND LOW POINT OF YOUR DAY/WEEK?		SHARE ONE IDEA SPARKED AND ONE SHIFT YOU WANT TO MAKE TO YOUR PRACTICE.

Looking for more ideas? Visit these websites:

- Check In Questions: bit.ly/checkinquestions1
- Icebreaker Questions: bit.ly/icebreakerquestions1
- Circle Way Questions: bit.ly/checkinquestions2

CHECK OUT:

ONE IDEA OR ACTION YOU'RE TAKING FROM THIS WEBINAR



VIRTUAL EVENTS 2020

Go Here to Learn More and Register:
bit.ly/virtual-events-2020

MAY 13 - 14

Designing Student-Centered Learning

JUNE 3 - 4

Responsive Team Habits in the Age of COVID-19

JUNE 16 - 18

Designing Schools for Learning Continuity Conference

EDUCATING **THROUGH** COVID-19



Addressing The Widespread Impact of Coronavirus on Schools



Free webinars



1:1 Office Hours



Facilitated Coffee Chats



Articles & Downloads



Leadership



Virtual Learning



Equity and Access



Teacher Recruitment,
Retention & Self-Care



Operations, Meetings,
and Logistics

FREE 1:1 OFFICE HOURS available! Sign up here:
www.edelements.com/covid-19-office-hours