

# Ten Minute Wellbeing Tips for Managers



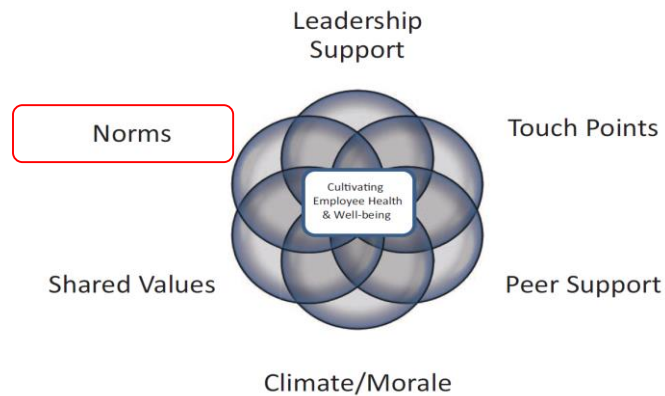
*Powered by the Office of Wellbeing*

*Vision: For our employees to leave work at the end of the day healthier than when they arrived*

# Theme: Leadership Support

## Episode 21: Meetings & Huddles

- Last Week's Episode: Setting Boundaries
- This week : Meetings & Huddles and our Well-being



# Huddle



# What You Probably Already Know



# The Life Cycle of a Meeting

- Before
- During
- After



# Getting Ready

Get your head in the game!



# Let's Get Started



# “I’m going to give you a few minutes of your day back”

## Possible Benefits

- Collaboration (social connectedness)
- Opinions Count (feeling heard)
- Action taking

## Possible Harms

- Lack of collaboration (feeling alone)
- Opinions don’t matter (disenfranchised)
- Stagnation (feeling uninspired)



# Engagement in Meetings

- Follow up from previous meeting (action taking)
- Everyone gets to speak (opinions count)
- Brainstorm (collaboration)



# Put Wellbeing on the Agenda



# Inject wellbeing in to the meetings

- Walking
- Standing
- Joke
- Funny video
- Wellbeing exercise
- Fitbreak?

# A Happy Ending

- “What exactly have we decided here today”?
- List of the decisions made
- Do team members agree on list.
- Who is doing what
- Disseminate decision list
- No ambiguity left untouched
- Appreciation



# Meeting Boundaries

Fight the Outlook Default

Time of Day

Meeting Free Zone

Reassessing Standing Meetings



# Alternative Meeting Styles

- Take someone with you on walking meeting
- Take turns leading the meeting
- Take turns with a specific segment

# How Does Ten Minute Wellbeing Tips for Managers Fare?

- ✔ Arrive beforehand
- ✔ Start on time
- ✔ Define agenda
- ✔ A happy ending ???
- ✔ End on time

# Theme: Norms

## Episode 21: Meetings

- Agenda tip #24 Put wellbeing on the team agenda
- Agenda tip #25 Ask yourself if you really need the meeting
- Manager tip # 24 Turn your cell phone off
- Answer two questions before you go!
- **Next week:** Priorities





# Connect with Healthy at Hopkins and the Office of Wellbeing

## Healthy at Hopkins

- Access the portal via my.jh.edu and click on the 'Healthy at Hopkins' tile
- 833-554-4554
- healthyathopkins@jhmi.edu

## Office of Wellbeing

- <https://www.hopkinsmedicine.org/joy-at-jhm/office-of-well-being>
- OWB@jhmi.edu

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# Pick My Brain...

## What Question Do You Have?

