

Ten Minute Wellbeing Tips for Managers



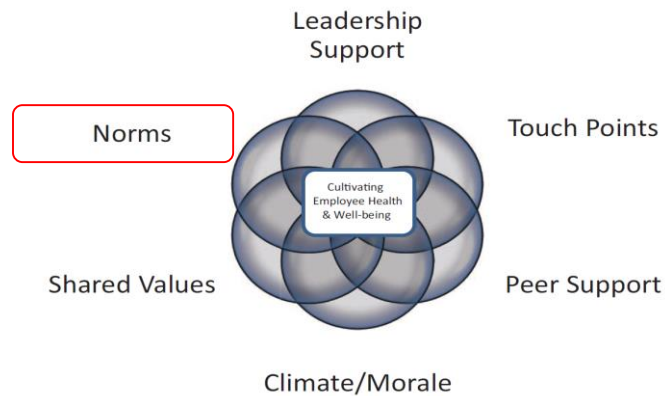
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Vision: For our employees to leave work at the end of the day healthier than when they arrived

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



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Pick My Brain...

What Question Do You Have?

