

How to Beat Distraction & Make the Most of Virtual Meetings

THE RISE OF THE VIRTUAL REVOLUTION

In an age of Wi-Fi, mobile hotspots, and portable devices, humans are more globally connected than ever before. As companies continue to expand across continents, telecommuting and working remotely have become workplace norms.

In 2014, **79%** of surveyed employees reported working “always” or “frequently” in dispersed teams.

HBR.org - Getting Virtual Teams Right

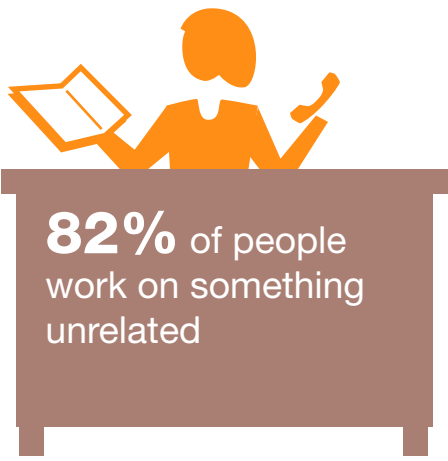


HOWEVER, with every great advancement comes some kind of drawback. Meet the nemesis of the virtual revolution:

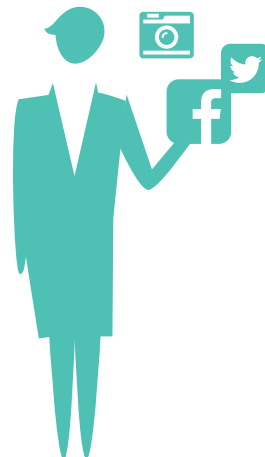
DR. DISTRACTION

THE WORKINGS OF DR. DISTRACTION

During business calls or virtual meetings....



More than **40%** check social media or text



1 in 4 play video games



1 in 5 shop online

West Unified Communications Service Mobile Conferencing Study

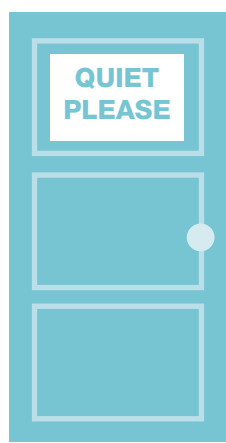
HOW TO BEAT DISTRACTION

10 Indispensable Strategies to Stay Focused in Virtual Meetings and Conference Calls

BEFORE

1. Reduce environmental distractions

Move to a quiet room and plan ahead. Take action to silence any potential causes of background noise (kids, dog, lawnmower, etc.)



2. Minimize the machines

Use only what you need for the call or meeting. Turn off the TV, put away the tablet, and get rid of any other devices with the power to divert your attention.

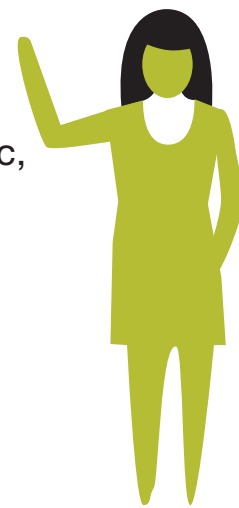


3. Close your tabs

Close any tabs or apps that don't pertain to the meeting. We promise you can check Instagram later.

4. Turn off Wi-Fi

You can often access the documents you need for a meeting (email, word doc, excel sheet, power point, etc.) without internet connection. Download those documents before the meeting, then turn off your Wi-Fi to prevent further distraction.



5. Resolve to be present

You have the power to devote your attention to the task at hand – do it.

DURING

6. Establish rapport

At the beginning of the call or meeting, introduce yourself and greet co-attendees.



7. Use your active listening skills

As appropriate, **demonstrate interest** by occasionally acknowledging what others are saying, summarize a speaker's words to **show your understanding**, **seek clarification** when needed, and, ultimately, **respect others by genuinely listening**.



8. Avoid multi-tasking

Multi-tasking is Dr. Distraction's faithful sidekick. Avoid the urge to work on other things. Multi-tasking is a myth. Trying to do two things at once dilutes the ability to do either task well.

9. Don't get too comfortable

Get your coffee, tea, kombucha or Red Bull ready **before** the meeting. If you feel drowsy or have difficulty concentrating, stand up for a while. Perhaps sit on a yoga ball – whatever it takes to stay alert.



10. Find ways to be an active participant

Volunteer to be timekeeper or note-taking scribe. If those roles are taken, take notes for yourself (it'll help you focus on speakers and content).

