# 5 Ways to Beat Meeting Overload

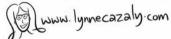
zombie meetings gonna get you



No time for your actual work because it's overloaded with meetings?

Here are 5 things to do from today on  $\rightarrow$ 

too much information?



### 1. 'One in three'

## Cancel or decline one in three meetings you're invited to. <gasp!>

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### 2. Thin Slices

Whatever time is allocated to a meeting, slice it smaller if you're hosting – or attending.

- 2 hours → is now 1 hour or less.
- 1 hour → yeah, it's now 30 minutes or less.

Handle Information?
Handle Information Overload
with Cognitive Load Coping

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## 3. No agenda; No way

Check the meeting agenda for relevance and your role before accepting an invite. No agenda? 'Maybe' or 'Decline' the meeting until there is. too much information? Handle Information Overload

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with Cognitive Load Coping

## 4. Async First

Seek, ask or offer other ways to contribute or collaborate that aren't about being there in real time\*, now.

\*This is Asynchronous work and communication. And it's very now ... very hot, or cool. Even though it's not, you know, actually now, in the now.

Read more in my book:
Sync Async: Making progress
easier in the changing world of work

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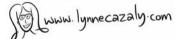
### 5. See ya long time

Leave it longer between cycle meetings.

SHIFT weekly meetings to fortnightly, fortnightly to monthly, and monthly to quarterly.

Do other stuff asynchronously.

### too much information?



# Zombie Meetings are gonna get you

### too much information?

