

Phone Meeting Etiquette

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Here are some suggestions for making phone meetings more productive and enjoyable for everyone:

Try to arrive on time. You'll be able to hear about the topic and will have the opportunity to provide the service of doing a reading.

Better yet - plan to arrive 5 minutes early. These 5 minutes will give you a lot "bang for the buck" including time to settle in and relax and time to reconnect with people you haven't heard in awhile.

And the best part is that it gives you a cushion - if you plan to be early and run a couple minutes late, you're still on time.

- Know where the MUTE button is on your phone and be sure to use it when you are not speaking (You can also use *6 to turn mute on and off).
- Plan to be located in a place where you are comfortable and can give your full attention to the meeting.
- It's just one hour – one hour set aside for you. **YOU ARE WORTH IT!**
- Really focus on the meeting without distractions - you can clean your house, wash dishes, pay your bills, etc. when the meeting is over. Take this hour - this **ONE hour just for you.** You really are worth it.
- Consider sharing - your contribution of experience, strength and hope will add value to the meeting.
- If you can't think of anything to share on regarding the topic, try to make one positive statement about your day. Know that by sharing you do a service to yourself and others.
- The **Attitude of Gratitude is our "secret weapon"**. When nothing comes to mind, talk about something you're grateful for. It doesn't have to be anything extraordinary. The fact that we are living - with air to breath, water to drink and a place to live are all things to be grateful for.
Some leaders can choose to close the meeting with Lightning Round of Gratitude.

No one can do all of these suggestions perfectly all the time - **our goal is progress, not perfection.** Whenever we see a negative pattern anywhere in our lives, including in how we attend meetings, we may be practicing self-sabotage.

If you are struggling to address the issue on your own:

- Try taking advantage of technology. Set an alarm for **10 minutes before the meeting** - that will give you 5 minutes to wrap up with you're doing and get to the call and 5 minutes to arrive early.
***If you have a smartphone, you can set up recurring weekly alarms for all of your favorite meetings.*
- Ask another member for help - together we can do ANYTHING!