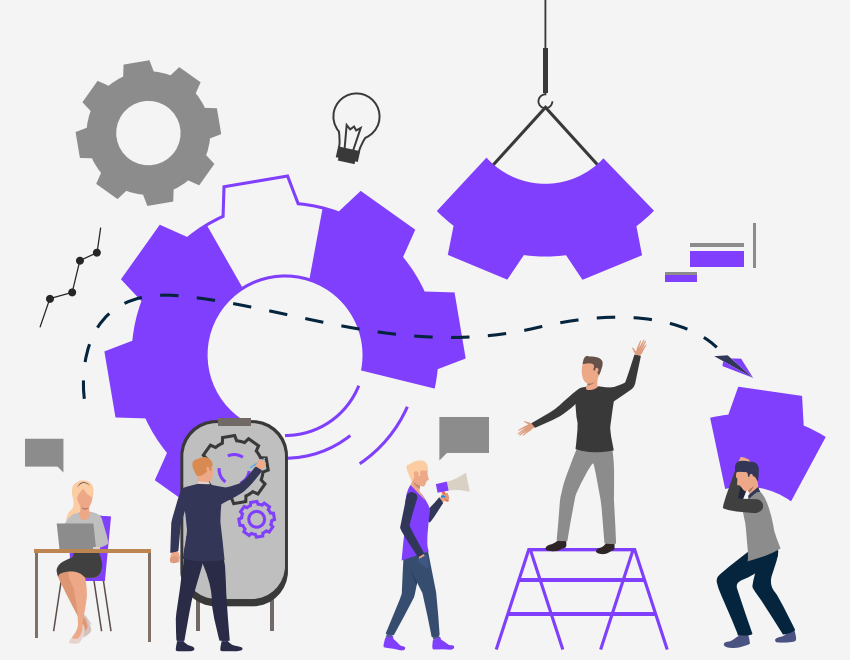


virtual collaboration TIPS & TRICKS



“DESIGNATED DRIVERS”

ASSIGN ONE OR A ROTATION OF MEETING “LEADS”

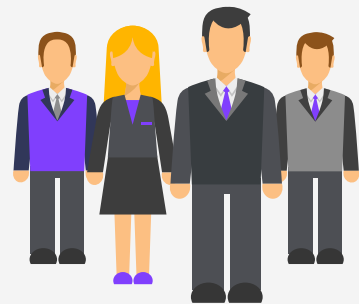
In a meeting It can be incredibly helpful, especially at the start, to have someone keeping an eye on things to make sure discussion is balanced, people are listening to each other, and every voice is getting a chance to be heard.



IDEAL GROUP SIZE

TEMPTED TO KEEP ADDING PEOPLE TO YOUR GROUP?

For the optimum ”group intimacy” and in order to maintain efficiency, you will want to keep groups under 12 people (ideally within 5-8 people).



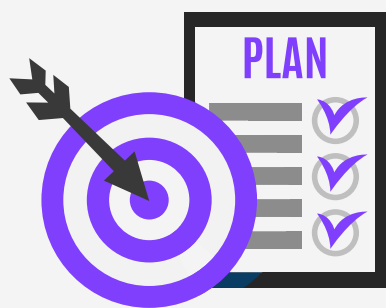
DON’T BE AFRAID TO GET OFF TOPIC...

Some of the most creative decisions and memorable moments come from tangents, so give yourself and the group space to go off topic or explore something new (or even just have a laugh!)



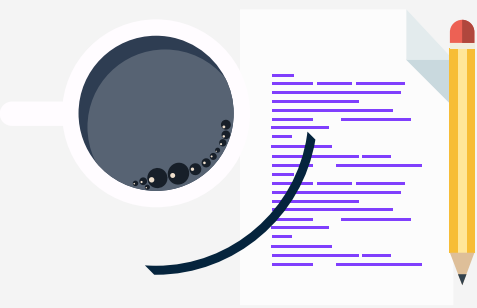
BUT BALANCE WITH REACHING OBJECTIVES

It’s a tough balance to strike - when time can slip away quickly, you want to make sure you discuss everything you want to. The easiest way is to keep track with shared notes, agendas, or having a designated “task master”.



TAKE EXTRA NOTES!

Create Mental Cues to remind yourself of important decisions, and share things with the team in a memorable form to keep track of everything you all may be working on!



COLLABORATION TOOLS ABOUND ONLINE

There are a lot of tools out there that help support the best of collaboration online - check a few of them out, and see if any would be a good fit for your group!



DON'T BE AFRAID TO TRY SOMETHING NEW!