

## Go Slow to Go Fast

In a time when everything is changing daily, we often feel the need to respond and move *fast*. We need to meet quickly, work quickly and gather quickly. Although this is partially true, carefully planning and moving through meetings with groups and individuals is more important than ever below.

Here are tips to help us *go slow, to go fast*.

1. **Take time to assign roles.** You will most likely need a facilitator, monitor for the chat box, notetaker, and tech support. Having clear roles means that each role will be better attended to. Ideally, arrange this in advance of your meeting, however it is also doable in the first minutes of your gathering.
2. **Meet *in advance* with individuals unfamiliar with the technology or platform you plan to use.** Check in with key questions about how people will access your meeting and what experience they have with virtual gatherings. A 15-minute e-session to get used to the virtual space and tools they will be invited to use in your future meeting, will help it run more smoothly and efficiently. Technology is only as good as the users.
3. **Start by reminding everyone how to use the technology.** Take time as people enter the virtual meeting to remind them how to engage well with each other and of general e-etiquette. [Here](#) are some tips about using Zoom.
4. **Make space to check in.** In this challenging global crisis, most people are entering meetings with a variety of hard emotion and need to share non-meeting related concerns or realities. Honouring this need and making time to share at a personal level, will help you work through the agenda items more easily and quickly. As well, everyone will feel more connected and heard.
5. **Close your meeting in a personal way.** Even 5 minutes at the end to name one work item that is energizing each person this week, can help them enter their work more quickly and easily, and make them more eager to join your meetings and work next time – hey, it was fun!



[Here](#) are more tips for helping engagement as you work together, virtually.