



Flexible* Healing Strategies for ZIZO

(Zooming In and Zoning Out)

Flexible* Healing Strategy	Meeting Organizer	Meeting Attendee
Assess whether a meeting is required (timing/email)	X	
Check technology beforehand	X	X
Universal design (use multiple communication forms)	X	X
Assess whether demands for camera igniting is necessary (expectations related to bias and privacy)	X	
Provide a complete agenda	X	
Personalize greetings	X	
Prepare beforehand	X	X
Complete the agenda	X	
Start and end on time	X	
Acknowledge existing challenges	X	X
Begin with relevant team connecting exercises/check ins	X	
Include only meeting essential items	X	
Stay on task/parking lot innovation	X	X
Create invitational spaces for conversation	X	X
Change up methods for conversation	X	
Rotate meeting facilitators	X	
Carve out time for socializing	X	
Assess each meeting	X	X
Explain the challenges of multitasking	X	
Avoid back to back meetings	X	X
Encourage participants to be in comfortable spaces (avoid pain and discomfort where possible)	X	
Be kind when someone expresses discomfort	X	X
Allow for short personal/bio breaks	X	
Assess whether demanded participation is necessary (consider bias/response archetype)	X	X

