

# Work-Life Balance: Ideas for Meeting Chairs

The Athena Swan Work-Life Balance Group would like to remind Meeting Chairs about the importance of a good work-life balance.

Our work-life balance survey of SHS staff in August 2024 indicated:

*57% of staff report organising **meetings in core hours***

*44% of staff report organising **meetings of 55 minutes or less***

*43% of staff report including **focus time** in their diary each week*

In light of these results, we invite you to reflect on the following guidance and consider changes you can make.



**Meeting schedule:** Try to arrange core meetings during 'core hours' (10am-4pm) and outside school holidays.



**Meeting management:** Attend promptly and try to actively chair meetings to finish early or at least on time.



**Meeting length:** where possible, time meetings for a maximum of 55 minutes (preferably 45 minutes) to allow gaps between meetings or include a break.



**Efficiency:** Consider whether the work requires meeting presence, or whether colleagues could provide brief written comments instead.



**Flexibility:** Rotate day, time and format (in-person/virtual) of meetings to accommodate part-time staff or those who work flexible hours.