

## Tips for Successfully Implementing “Thoughtful Thursdays”

### Step 1. Connect with your Team

- Communicate the new program to your team to discuss the benefits of the practice and the challenges that it may present.
- Acknowledge that there may be challenges as you make this transition to a meeting free/focus day.
- Lead by example, get buy-in from the team and encourage everyone to stick to a meeting free schedule.

### Step 2. Make a Commitment

- Block off each Thursday, starting in late April on the calendar as focus time.
- Refer people to your calendar to make appointments, commit to your calendar.
- Reschedule any recurring meetings that fall on Thursday. (Consider if they are necessary, if they can be shortened, or adjusted to every other week)

### Step 3. Practice Better Meeting Management

- Have a clear agenda for each meeting with expected outcomes.
- End each meeting on time to be respectful of others’ schedules.
- Consider a 45 minute meeting, (or shorter) instead of defaulting to a 60 minute meeting.
- Encourage the team to cancel meetings that aren’t the best use of their time. Be judicious about which meetings add value. **Some meetings can be accomplished by an email, phone call, or text.**
- Assign roles in group meetings; notetaker, timekeeper, project lead, next steps. Stick to the agenda.
- If meeting participants go off topic, indicate that the topic can be covered one-on-one after the meeting, or place it on the agenda for the next meeting with the larger group.
- Send clear bullet point recaps after each meeting. Documenting meeting highlights, questions, and essential tasks keeps your team accountable. Next steps and action items are critical to document for future success.

### Step 4. Pick Your Work Wisely

- Use “Thoughtful Thursdays” to work on projects and strategic work that require more focus and thinking time.
- Plan how you will use your day. Extra focus may be required on meeting free days, plan accordingly to focus on meaningful work.
- Have clear tasks and goals for that time.

### Step 5. Delay Daily Tasks and Emails

- Focus on project work not daily tasks.



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- Consider setting up an auto response to your email on Thoughtful Thursday, that your response will be delayed OR Consider putting a comment in your email signature line

**Example**

- *Holy Cross is committed to promoting a work-life balance. Thursdays are designated as Thoughtful Thursday, a day with limited meetings and focus time. Please expect a delay in my response. I look forward to connecting with you. .*