

So you want to collaborate asynchronously?

Meeting bloat is a real issue that slows down work and wastes time, money and morale. But a good meeting is still essential in lots of circumstances.

Here are some considerations to get the balance right:



It's become a cliché, but “could this meeting have been an email?” is a really great question to ask yourself before you hit “invite.” Meetings shouldn't be a tool to remind your colleagues to do their leg of the work.



When we default to asynchronous collaboration, we have to intentionally sync up with our colleagues. Set rhythms with your team, for example:

- When can people expect feedback?
- When is it time for talking things through?
- When does the team celebrate or share lessons learned?



Asynchronous work means we are responsible for understanding our roles in the overall workflow, so it's on everyone to be accountable to the big picture.