

University Housing and Dining Conference and Event Services Newsletter • Volume Two

Preparing for the Fall 2020 Semester

The University Housing and Dining Conference and Event Services team has been thinking about our colleagues as we gear up for a unique school year. We hope that this newsletter will help you stay energized through hours on Zoom, find new ways to connect with students and colleagues, and provides helpful resources as you navigate the new semester.

How to Combat Zoom Fatigue



For many people working from home, work days have started to look like one continuous Zoom meeting. Read below for tips to stay refreshed and recharged throughout your Zoom-filled work week.

- Try not to multitask. It may be tempting to be on a Zoom call, answer emails and check incoming texts but switching tasks is exhausting and you're likely to miss something in the meeting. Think of Zoom as you would in-person meetings; being present, focused and attentive is a productive use of your time.
- Build in breaks. Try to schedule Zoom meetings on different days, or with some decompression time between meetings. If back to back meetings cannot be avoided, schedule 25 or 50-minute meetings so you can take short breaks.
- Not all meetings need to be Zoom meetings. Switch it up and have phone call or email conversations instead. If this isn't possible, talk to your colleagues about having your camera off intermittently (or entirely) during a meeting.
- Check out this Harvard Business Review [article](#) for more tips to prevent Zoom fatigue.

Staying Connected with Your Staff



- Be intentional with questions. Instead of generally asking how everyone is doing, encourage people to share more by asking specific questions, like about a new recipe, hobby or home office setup.
- If your organization uses a chat app like Slack or Teams, create a channel for non-work-related communication. This can help recreate spontaneous conversations that often happen in the office while not interrupting important work.
- Discuss a new podcast, book or show together. Try listening to the [Leadership, Innovation, Ventures, and Entrepreneurship \(L.I.V.E.\)](#) podcast, created by University Housing and Dining staff to highlight the leadership opportunities, creative ideas and exploratory initiatives of UT community members.

Forty Acres Resources



- Stay up to date with UT Austin information regarding COVID-19 guidelines on campus with the **Protect Texas Together** website.
 - Learn how to best support students' mental well-being with a **special training** from the Counseling and Mental Health Center.
 - Continue to take care of yourself physically and mentally throughout the semester utilizing the **HealthPoint Wellness website**.
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