

## Meeting-Free Week

### Within the Electron-Ion Collider Project

#### Introduction:

Considering the current meeting-heavy schedule prevalent within our project, it has become increasingly apparent that our productivity, creativity, and overall effectiveness may be hindered by the sheer volume of meetings we engage in on a weekly basis. This proposal advocates for the implementation of a "Meeting-Free Week" within our project to address these concerns and optimize our work processes.

#### Details:

To address these challenges and promote a more conducive work environment, the EIC EMT has implemented a "Meeting-Free Week" to be held during a week in which there is a BNL Scheduled Holiday or the first week of the month. During this designated week:

1. **No New or Standing Meetings:** All non-essential meetings will be postponed or canceled for the duration of the week. This includes both internal and external meetings, unless they are deemed critical to urgent project needs.
2. **Focus on Deep Work:** Employees are encouraged to dedicate uninterrupted blocks of time to focus on high-priority tasks, projects, and initiatives that require deep concentration and creative problem-solving.
3. **Flexible Communication Channels:** To facilitate ongoing collaboration and communication, alternative channels such as email, Teams messaging, and other collaboration tools will be utilized for non-urgent discussions and updates.
4. **Reflective Practices:** Employees are encouraged to use this time for unused vacation/personal time, goal-setting, and professional development activities that contribute to their personal and professional growth.

Beginning the month with a meeting-free week provides employees with a fresh start and an opportunity to set clear goals and priorities for the upcoming weeks. It allows them to reflect on the previous month's achievements and challenges and align their efforts with organizational objectives.

- With fewer interruptions from meetings, leaders and their groups can dedicate focused time to strategic discussions, goal-setting, and alignment of priorities for the month ahead.
- By scheduling the meeting-free week at the beginning of the month, we ensure that groups have sufficient time and focus to kickstart new initiatives, address emerging challenges, and deliver results in line with project timelines.

## **Benefits:**

The implementation of a Meeting-Free Week offers several potential benefits to our project:

1. **Increased Productivity:** Employees will have more time and autonomy to prioritize tasks and projects, leading to improved productivity and efficiency.
2. **Enhanced Creativity:** Uninterrupted blocks of time allow for deep work and creative thinking, fostering innovation and problem-solving skills among employees.
3. **Improved Work-Life Balance:** Reduced meeting time alleviates work-related stress and allows employees to achieve a better balance between work responsibilities and personal well-being.
4. **Optimized Resource Allocation:** By eliminating non-essential meetings, we can allocate resources more effectively and focus our time and energy on strategic initiatives that drive value for the project.

Thank you,

Executive Management Team