Circling Back: The Remote Impact of Meeting Overload
By Donna Gregorio

Abstract: Tired of back-to-back meetings that leave no time for real work? Remote and hybrid work environments have led to bloated calendars, where even simple questions demand formal scheduling. In this session, explore how project managers are adapting with smart strategies to reduce meeting overload—using collaborative tools and asynchronous communication to reclaim focus time and boost team productivity.

Attendees will leave with actionable takeaways and insights on how to implement these techniques in their own projects, including:

- **Identify the root causes of meeting overload in remote and hybrid work environments** and understand their impact on team productivity.
- **Explore alternative communication methods and collaboration tools** that reduce the need for excessive meetings.
- **Apply practical strategies to redesign team workflows**, enabling more efficient use of time and increased focus on deliverables.

Discover how project managers are cutting through calendar clutter with smart strategies to reduce meetings and boost productivity in today's hybrid workplace.

Schedule ONLY 3 Critical Meetings
Only 3 critical plus team meetings

1: Direction Setting

Project Kick Off
Customer analysis,
Design sessions,
White boarding

2: Direction Correction

Issue Resolution,
Progress
Validation,
Governance

3: Direction Actions

Project Wrap up
Checklists
Senior management
reviews

Replace non-critical meetings with email and chat

In addition….

Team Meetings

Progress Checks
Solution Brainstorming
Idea Brainstorming