



7 WAYS TO MAKE YOUR MEETING MORE NEURO- INCLUSIVE

You may ask: aren't these helpful things to consider whether people are neurodivergent or not? You bet! Many neuro-inclusive work practices can actually benefit everyone.



Question whether you need a meeting

To save time and ensure productivity, consider replacing meetings with asynchronous collaboration for individual work. Reserve meetings for collaboration that requires real-time discussion, decision-making, and team bonding.

Provide a clear agenda upfront

Meetings without a clear agenda tend to get sidetracked and dominated by a few individuals. Share an agenda ahead of time to give everyone a chance to prepare and stay on track.

Never schedule a "quick check-in" without saying why

Scheduling a 1-on-1 without context can cause anxiety for neurodivergent individuals. Briefly explain why you are scheduling a call to avoid unnecessary stress.

Allow attendees to turn off their cameras during virtual calls

Video calls with multiple people can be hard for a neurodivergent person. Turning off cameras will reduce sensory overload and anxiety, which helps with focus and processing of information. But some people rely on visual cues, so it's ok to ask.

Schedule breaks during long sessions

Longer meetings are sometimes unavoidable. If the meeting lasts for more than 1.5 hours, keep the team focused by scheduling breaks (10 minutes for every hour).

Welcome stimming

For people with ADHD, fidget toys, sunglasses, and doodling can help improve focus during meetings. People with ASD might use repetitive motion (rocking, tapping, humming) as a self-soothing, comforting technique.

Give space for everyone to contribute

Not everyone feels comfortable speaking up in a group setting. Encourage different ways of contribution. E.g., in virtual meetings, allow people to share via group chat, use emojis, or add comments to meeting notes.