Make Meetings More Mindful

Five Tips for Hosting a Group Mindfulness Session Using Calm

1. **Just get started!** The hardest part is taking the first step.

2. Before starting your session, ensure that settings are adjusted to minimize distractions (i.e., mute participants upon entry, turn off sound when participants join or leave, and lock the meeting room after everyone has arrived).

3. Make sure you have a browser open to the Calm session that you would like to play. When you’re ready to go, click ‘Share Screen,’ select ‘Share Computer Sound’ and turn your volume up so others can hear the session. After the session, click ‘Unmute All’ if you would like to debrief with your teammates.

4. **Invite a co-host.** Sometimes it can be nice to have someone you can call on to help troubleshoot or just provide extra moral support! Recruit a coworker to join you and appoint them as a co-host for your first session.

5. **Be kind to yourself.** Have patience, relax, and adapt as you go.

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**Meeting Meditation Sessions We Recommend**

- [How to Meditate with Jeff Warren—Session #1](#), The Big Idea.
- [7 Days of Managing Stress—Session #1](#), De-escalating Stress.
- [Confidence Series—Before a Meeting](#), Calm and Clear.
- [Mindfulness at Work Series—Mindful Listening](#).

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**Calm Business**