

Healthy Meetings: Focus First

Overview & Sign-Up

What it is

Focus First is a brief, guided wellness opener at the **very start** of your meeting (in person or virtual). You pick one activity: **box breathing**, **5-senses grounding**, **micro progressive muscle relaxation**, or **brief guided imagery**. The **CWO** leads it in **<5 minutes**, then hands the meeting back to you.

Why try it

- Helps people arrive **calmer** and **more focused** for discussion.
- Creates a shared, steadying moment that supports psychological safety.
- Works in any format (Zoom/Teams/In-person) and requires no special equipment.
- Participation is **optional** and trauma-informed (eyes-open options, no forced stillness).

What to expect

1. The host (meeting facilitator) cues the **CWO** at the scheduled start time.
2. The host displays a simple QR code and drops link in the chat for a **5-second stress “check-in” survey**.
3. The **CWO** guides one technique for **~2-3 minutes**.
4. The **CWO** prompts a **5-second “check-out” survey**.
5. Host resumes the regular agenda.

What is measured (and why)

Evaluation stays **simple and controllable**: a quick, anonymous **before/after** check of momentary stress and readiness to participate - capturing the impact of the opener itself (not overall meeting productivity). Data is then shared with the host post-meeting.

Who can request it

Any CoSW faculty or staff member hosting a meeting (all sizes, hybrid or on-site).

Accessibility & privacy

- Always optional, eyes-open, and adaptable (e.g., seated versions).
- Quick checks are anonymous and reported in aggregate only.

Sign up

Complete the **Focus First request form** with your meeting details and preferred opener: [Request Form](#)

Want to preview activities?

Browse activity scripts: [Focusing Techniques](#)

Questions?

Contact the **Chief Well-being Officer (CWO)**, Andrea.Deweese@uky.edu