

E-MEETINGS CHECKLIST

Fearless Communication



Before the meeting, ask yourself:



- Is this meeting **really necessary**?
- How much is my time worth?
- Who do I need to **invite** to this meeting?
- Can this be **solved** in other ways: email, Slack, phone etc...

How to prepare for an

Online Meeting



Earphones & working microphone ready and wires not tangled



Steady camera (Tripod/ PC stand/ table). Not in your hand



Test the session link and install necessary programs the day before




Be ready 5-10 minutes before starting



Have a drink handy to stay hydrated during the session



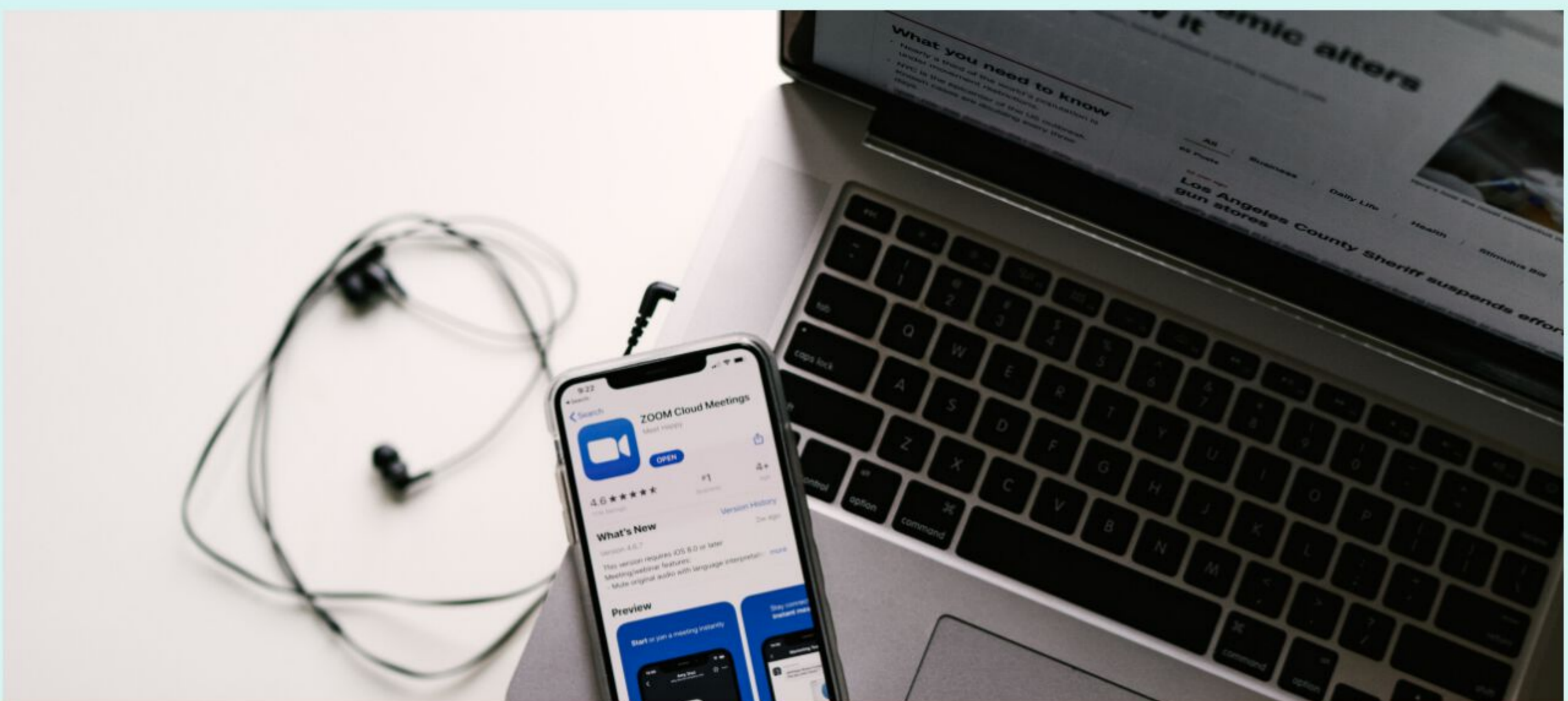
 Switch on your camera as if you were in a real session

 Be fully present- DON'T multitask. Close other programs

 Silence WhatsApp Web and other notifications

 Participate yourself and listen actively. Don't be scared of asking questions whenever necessary

 Enjoy the benefits and interaction of ONLINE meetings





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