

5-Step countdown to your best virtual experience

Print or download this handy checklist as a quick reference

5 Start with the end in mind

- Schedule a time buffer for overage, if needed.
- Give yourself time post-meeting to prepare for the next “thing.”
- Take action while the meeting is fresh and motivation is high.

4 Get your body ready

- Take care of your physical needs.
- Clear your mind.
- Attend to your emotional needs.
- Mind your appearance.

3 Get your brain ready

- Review the purpose and agenda of the meeting beforehand.
- Consider what you want to get out of the meeting.
- Do any pre-work that is suggested or expected.
- Brush up on the topics and issues that will be discussed.

2 Prepare your physical world

- Check and stage the viewable background.
- Illuminate your meeting area.
- Conduct an environmental sound check.
- Secure your meeting space.

1 Prepare your virtual world

- Pause or silence notifications.
- Close or minimize applications, documents, and files.
- Set up, upgrade, sign into, and/or test necessary meeting apps.
- Upload an appropriate meeting background image before your meeting.