



How to deliver the best online meeting of your life:

Know your essentials:

1. Checklist



BEFORE:

- Assign owner
- Create agenda
- Share agenda
- Set fixed time
- Invite right folks
- Get on early



DURING:

- Start recording
- Webcams on
- Check your mute
- Share you screen
- State the "Why"
- Make a promise
- Do your show
- Ask for feedback
- Encourage all
- Listen well



AFTER:

- Give thanks
- Declare action
- Follow-up
- Plan for next

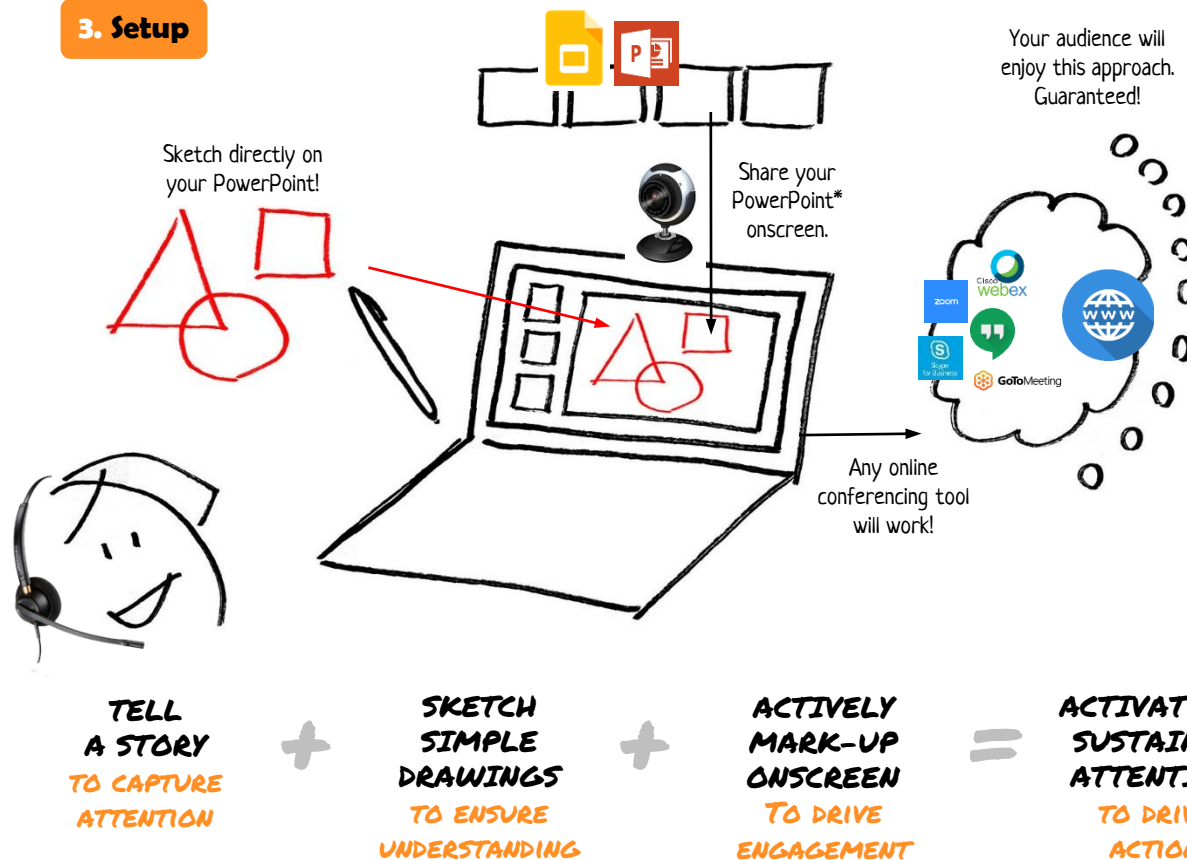
Be prepared:

2. Tools



Practice these pieces:

3. Setup



TELL A STORY TO CAPTURE ATTENTION

SKETCH SIMPLE DRAWINGS TO ENSURE UNDERSTANDING

ACTIVELY MARK-UP ONSCREEN TO DRIVE ENGAGEMENT

ACTIVATED + SUSTAINED ATTENTION TO DRIVE ACTION

4. Mark-up

1) Launch your PPT



2) "Presentation" mode



3) Select "Pen"



4) Mark-up like mad!



5) When done, "End Show"



6) "Save Inking" as desired

