



Virtual Meeting TRAPS Checklist

T

TEST All Your Technology

- ☐ **Get the meeting onto the most stable and familiar platform**
- ☐ Check screen/document sharing
- ☐ If home, stop others from using up your bandwidth

R

REMOVE Distractions

- ☐ Lock your office door
- ☐ Put your technology on Do Not Disturb (DND)
- ☐ Quiet kids & pets

A

AMBIANCE

- ☐ Check your background
- ☐ Light yourself from the front
- ☐ Laptop “up and away”

P

PREPARE Your Prompts

- ☐ Create good notes
- ☐ Position notes at camera level
- ☐ Have all possible artifacts at hand

S

SOUND (Better Microphone)

- ☐ Test sound carefully
- ☐ **Invest in a high quality microphone**
- ☐ Make sure clothing and hair don't touch the microphone



Bonus Tip:

“Zoom Fatigue” is **real**. When possible, schedule key meetings for earlier in the day (plus: fatigue goes both ways—don't overschedule yourself).