

Webinar DOs!

1. Do — Get Your “Office” Ready

Move your lunch bag, yoga mat and your runners. Would you bring your gym bag on a stage with you?
LOL!

Tell your family to
please be quiet!

Put a note on your
door so your family knows you are on a
webinar. Unplug your other phones so they
don't ring when you are speaking.



Webinar DOs!

2. Do — Get Your Rest

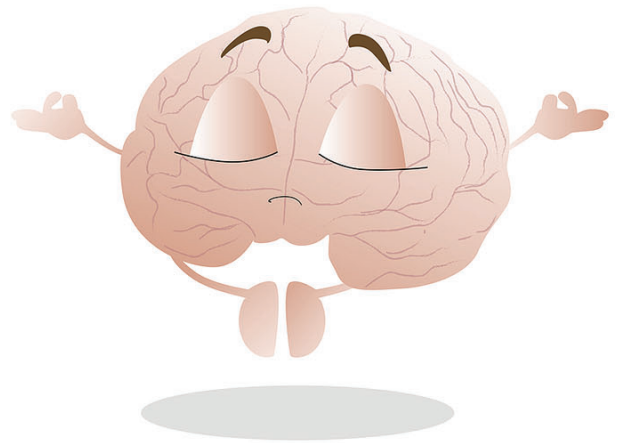
If you are the host or a speaker, treat it like a live event. Sleep well, don't party the night before and show up early!



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3. Do — Ground Yourself First

Take deep breaths and calm yourself before you talk. That will help you reduce how fast you speak. Everything you think and feel comes through in your energy. If you feel insecure, annoyed or angry, it will show.



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4. Do — Add More Positivity & Kindness

Have a smiling profile picture, a kind welcoming slide and share positive messages in the chat during your presentation.

Take the time to ask how everyone is doing.



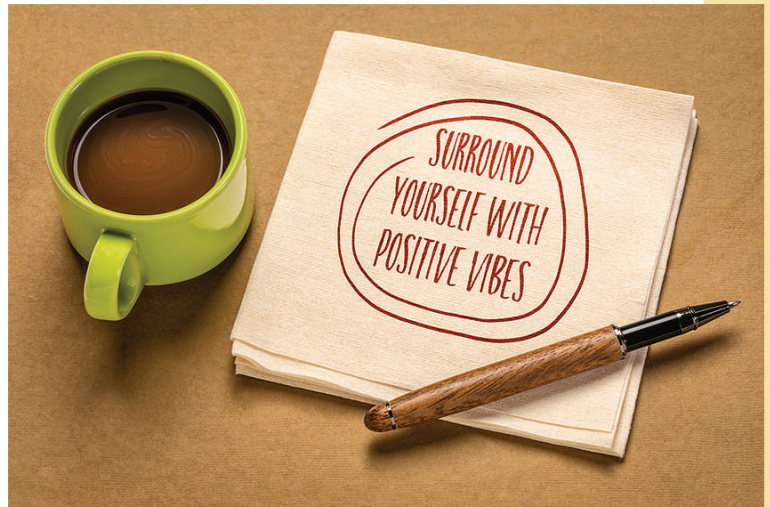
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5. Do — Start Fun and Positive

Set the energy before you start, blast some music!
Have a cool opening slide, a funny picture, a family picture or something they don't know about you.

Set a positive tone and smile as others join.

Welcome everyone by saying, "So grateful you are here."



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6. Do — Know the Agenda

Distribute the agenda ahead of time.

Make sure the information is accurate.

Don't ask anyone
how much time
you have left,

know the

AGENDA and

keep on track!



Give breaks, people need breaks.

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7. Do — Tape Notes to the Camera

Tape cheat notes by your camera and in your Powerpoint slide show; a few words as a guideline to keep you on point.

Write down
hosts' names
and everyone
who made
the webinar
come together
and be sure to thank them.



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8. Do — Get Others Involved

Invite board members, staff from other departments and clients to speak.

Keep cameras on
and take a virtual
“group picture”
at the end.



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9. Do — Tape the Webinar

Tape the webinar for future review, reference, feedback and self-improvement.

It's a humbling but important improvement lesson.

Is your camera angled properly?

How is your

lighting? Do you have a nervous habit or say um or ah a lot?

