

Top Nine Virtual 90%... Do

1. Get Your "Office" Ready

- Move your lunch bag, yoga mat and your runners. Would you bring your gym bag on 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 virtual call. Unplug and turn off your other phones so they don't ring when you are speaking.

2. 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!

3. Ground Yourself First

- Take deep breaths and calm yourself before you talk. Doing so 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.

4. 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.

5. Start Fun and Positive

- Set the energy before you start, blast some music I 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 that you are here."

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6. 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.

7. 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 call come together and be sure to thank them.

8. 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.

9. Record The Call

- Record the call 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 the words "um" or "ahh" a lot?