

TIPS AND TRICKS TO HELP WITH : VIRTUAL MEETING FATIGUE

GET IN THE ZONE!
TAKE A FEW MOMENTS BEFORE "CLICKING"

START 

23RD NEPEAN
GEOHUNTERS

TREAT YOURSELF
BEVERAGE AND SNACK AT THE READY



Bonjour

EEEE

hola!

GREET WHOEVER IS ON THE MEETING.

yo!

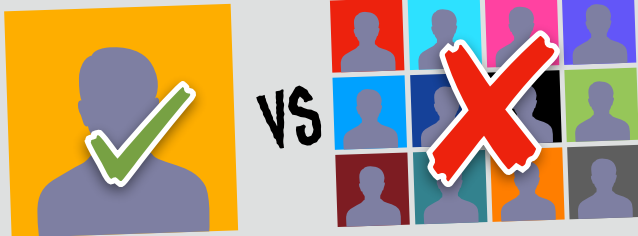
HELLO!

HOWDY

WAZZUP!!!

HAIL AND WELL MET, MY DUDES!

CHOOSE 'SPEAKER VIEW'

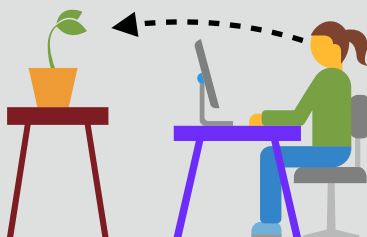


AVOID MULTITASKING



AVOID DOING TOO MANY THINGS DURING THE CALL.
FOCUS ON THE MOMENT AND THE MEETING.

TAKE A BREAK
GET SOME PERSPECTIVE
LOOK BEYOND YOUR SCREEN



BE PRESENTABLE
WEAR COMFORTABLE CLOTHING. SOMETHING YOU WOULD WEAR IN PUBLIC.



GET IN THE ZONE

START 

Take a few breaths, just like athletes, get in the zone. Be mindful before you logon, take a moment, a short walk or stretches. Once ready, do a countdown before clicking Start!

TREAT YOURSELF



To make your virtual meeting feel more like a treat. Have on hand a snack and beverage ready for the call. Make the snack or treat only available for virtual meetings. For instance, you can have chocolate covered almonds when you are on a virtual call, but not any other time. Be disciplined.

GREET WHOEVER IS ON THE MEETING.

WAZZUP!!!

Offer your attention to each face that appears (if the group is not too big). Give yourself a moment for each person to make an impression on you, and “take in the good” as Rick Hanson would say. Give yourself an opportunity to feel what it feels like to be in the presence of another.

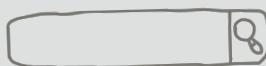
Just as important.. Don't forget to thank the presenters and say goodbye when you log off.

CHOOSE 'SPEAKER VIEW'



Our eyes are not meant to chat to so many faces at the same times. It can be overwhelming and exhausting to our senses. Just like if you were in a in person meeting, focus on one person at a time, the speaker. Start your meeting with Gallery view to welcome everyone, once the meeting gets underway, change to speaker view.

AVOID MULTITASKING



Stay in the moment, the person on the other side of the call is real. They should have your attention, just like you would appreciate other attention as you are presenting and working. Avoid doing too many things during the call. You may feel like you are being productive, but it will make you feel like the meeting you are attending.

This also includes a cluttered space, make sure you table, desk or stack of books are clean and ready for your meeting.

GET SOME PERSPECTIVE

If you are getting antsy, take a quick break. Look beyond your screen, glancing further than your computer. Do some stretches if needed. You should do the same thing if you are between calls. This will help reset your body, and be more receptive for the next call.



BE PRESENTABLE



Look the part. Dress comfortably for the meeting, but make sure to wear something that is appropriate and that you would actually wear for that meeting. Make sure you are looking good, this also includes grooming and splashing a bit of water on your face.