

MONICA DIAZ MODE

VIDEO CONFERENCE CALL CHECKLIST

- check for good lighting
- Place computer camera at eye level
- Wear corporate casual attire
- Wear color that looks good on you
- Natural looking makeup
- Keep accessories minimal
- Keep hair simply coiffed
- Stay centered on screen
- Know when to turn off video option
- Relax, Smile and Listen
- Nod, let speaker know you are listening
- Sit up straight
- Keep shoulders down
- Keep hands by your side or on keyboard
- Tone of voice is upbeat, clear & direct
- Control voice volume
- Stay on mute till you need to speak
- Turn mic on right before you speak
- Know when to ask questions
- Don't speak over others, be polite.
- Enjoy the meeting!

NOTES