



PHISHX

TIPS FOR DIGITAL MEETINGS

Set the agenda

Every meeting must have a clear and communicated agenda, so that all participants can focus on the priorities.

In hybrid meetings, where part of the team is remote, keep engagement with the team and an end time for ideas and questions.



Limit guests and time

Be selective about who you invite to the meeting. This will avoid distractions and make management easier. And believe me, no one likes to sit in a meeting that has nothing to do with them.

Another essential point is to have a time limit. To avoid fatigue and increase productivity, choose short meetings.

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Get ready

Before the meeting, do not forget your coffee or water, and find a quiet environment where you can limit your distractions. Preferably test your equipment and application before the meeting starts.

Temporarily turn off any notifications or other distractions.



Introduce yourself

Ideally, you need to attend meetings, contribute your ideas, and drive results.

For this you need to be prepared mentally and physically, in addition to wearing the clothes according to the style of each meeting. Do not forget to use the best of your equipment, including the camera.



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Quick tips

- Warn others in the same environment that you will be attending a meeting.
- Prefer to mute your microphone when you are not speaking.
- Use apps for your device instead of the browser.
- Close unnecessary tabs and applications.
- Choose a background that is not distracting.
- Use a good internet connection.



Avoid too many meetings

You should not spend all your time in meetings, even if you need to, productivity will decrease without breaks between important matters. Find your pace by diversifying your time between meetings and other activities. As tempting as the idea of taking part in multiple simultaneous meetings may be, your focus and dedication will bring more results.



Contribute and make notes

So that everyone understands what you are contributing, speak looking at the camera, slow down your speech and describe in a simple and direct way with your words, allowing time for questions and communication delays. Make it easy to remember and share the content of the meeting, making notes on paper, digitally or collaborating on an online tool. It is an excellent way to keep everyone engaged.

Next steps

Make sure that everyone involved has access to the meeting material, sharing an understanding of what has been decided, who handles what action items and what to do in the future. Take advantage of the participants to schedule the next meeting and control point of their actions.