VIRTUAL CONFIDENCE

10 TIPS TO MASTER VIRTUAL MEETINGS

If you're like me, you've spent most of this year adjusting to working remotely and adapting to interactions over a computer screen. As I've sought to boost my video-conference confidence I've identified 10 tips to master virtual meetings that I'd like to share with you.

1. GOOD LIGHTING

Most of us underestimate how impactful lighting is. With the majority of dialogue now digital, it's important yo take advantage of every aspect you can and pay attention to how you appear on the screen. Sit facing a light source or place one in front of you while making sure to avoid being back-lit or side-lit as it blurs and distorts.

2. CHECK YOUR BACKGROUND

Turn on the video platform you intend to use and see what appears in the frame. It gives you an early opportunity to test your lighting, make sure you're centered on the screen and allows a chance to tidy up personal items.

3. LOOK GOOD. FEEL GOOD. DO GOOD.

We've all heard the phrase "dress for success" but did you know that there's actually solid science behind the cliché? According to a 2015 study from Social Psychological and Personality Science subjects that wore formal attire to take a cognitive test scored higher on questions related to abstract thinking and creativity. Another study in 2014 reported in the Journal of Experimental Psychology noted in experimental negotiations those who were more formally dressed obtained higher profitable deals. Even more shocking, the test subjects in casual dress actually recorded lower testosterone levels.

Additional Sources:
SCIENTIFIC AMERICAN: How Clothes Influence Performance
FORBES: Is Casual Dress Killing Your Productivity at Work?
FORBES: Does Your Choice of Outfit Make You More Productive?

4. TECH REHEARSAL

This might seem like common sense, but if you're using a platform or a feature for the first time test it out prior-to going LIVE. There are few things quite as frustrating as troubleshooting while feeling "on stage".

5. VIRTUAL NOTES

I've noticed that when I take notes in a word document (or other digital medium) versus writing them down I'm able to capture more information and make better eye contact.

6. REMOVE DISTRACTIONS

Before you hit "start", make sure to eliminate any competing background noise. Close anything with an audible notification, minimize open tabs, and remove environment disruptions. Being prepared will allow your meeting to go more smoothly.

7. BE BRIEF

Most people are getting to the point where they're experiencing digital fatigue and have exponentially shorter attention-spans. Being brief allows you make your point while you still have your audience's eyes.

8. COMMAND THE FLOOR

By being intentional, you can make a big impression. When it's your turn to talk - speak up, be direct, and maintain good posture. Our interactions and impressions are being reduced to a screen, use your time wisely.

9. AVOID SOCIAL SCRIPTING

When we surprise people by breaking the social script they're used to we trigger dopamine. This is a powerful professional tool because it not only makes you more likable but makes you more memorable.

10. GIVE TIME BACK

By taking a few minutes to tick-off this list you can make the time you spend with people more effective, efficient, and enjoyable. Whenever possible try to leave a few minutes to spare. Being brief, preparing your space, curating a direct message, and ensuring you're technically prepared allows you to value those you interact with as well as yourself.

Feeling confident when you're on camera is more important than ever. These simple steps will put you lengths ahead in terms of virtual confidence.

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To your success,

Simon T. Bailey