



# Online meetings checklist



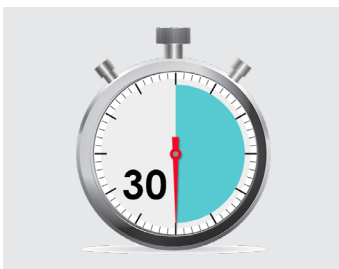
A checklist is a list of things to remember to do.

This checklist will help you prepare for an online meeting.

On the last page you can add your own checklist.



It is good to start getting ready before your online meeting starts.



Get ready for an online meeting 30 minutes before it starts.

## Technology

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Plug your **device** into power.

A device is a computer, tablet (iPad) or phone.

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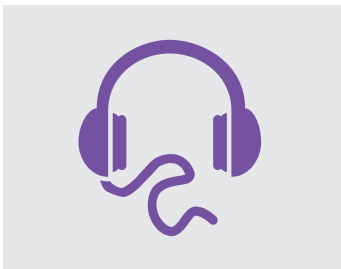
Turn your device on.

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Put your phone on silent or turn it off.

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Plug headphones into device.

## Yourself

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Dress in your work clothes.

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You may want to make a cup of tea or coffee.

Pour a glass of water for the meeting.

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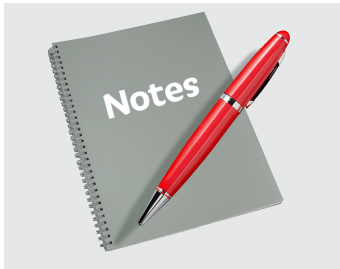
Check behind where you are sitting for the meeting.

Make sure it is clean and tidy.

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## Yourself

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Do you want to take notes?

Have a pen and paper handy.

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Have you been asked to prepare anything for the meeting?

Prepare what you need.

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Have you been asked to say something at the meeting?

Make sure you have what you need.

## People you live with

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Tell the people in your house you are in a meeting.

Tell them how long you will be.

Remind them not to come into the room.

Close the door.

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## Add your own checklist here

