BEAT ZOOM FATIGUE

SLIDES WITH FRIENDS

KEEP YOUR ONLINE AUDIENCE ENGAGED WITH THESE TIPS FROM OUR ARTICLE ON HOW TO BEAT ZOOM FATIGUE

MEETING BASICS

BASICS CHECKLIST

- **HAVE A CLEAR PURPOSE**
  Share an agenda, goals, and time limit

- **DO YOU REALLY NEED IT?**
  Is a synchronous meeting the best way?

- **KNOW YOUR MEETING ALTERNATIVES**
  Chat and email, Async (Loom, Circle, Voodle), Audio-only tools (Clubhouse, conference calls, Yak)

ERGONOMICS

ERGONOMICS CHECKLIST

- **DISABLE SELF-VIEW**
  Hover over your video and select "..."

- **POSITION YOUR WINDOWS**
  Put it near the camera for "eye contact"

- **ADD NON-VIDEO INTERACTIONS**
  Polls, audio-only breaks, breakout rooms

- **VARY YOUR VIEWS**
  Gallery to speaker, screen share resize

STRUCTURE CHECKLIST

- **CREATE AN AGENDA (AND STICK TO IT)**
  Value your audience's time

- **MODERATE THE CONVERSATION**
  Stay on topic, don't let anyone dominate

- **MAKE SPACE FOR QUIET PEOPLE**
  Introverts have good ideas too

- **EASE SOCIAL UNCERTAINTY**
  Explain when & how to interact

- **COMMUNICATE RULES & EXPECTATIONS**
  Self view off? Videos on? Audio unmuted? Questions now or held until the end? How to speak up?

INTERACTION CHECKLIST

- **SCHEDULE Q&A SESSIONS**
  Short, direct, at regular intervals

- **CONDUCT LIVE POLLS / SURVEYS**
  Foster a feeling of involvement

- **HAVE MULTIPLE SPEAKERS**
  invite team members to lead sections

- **ENCOURAGE PARTICIPATION**
  There's nothing more exciting than talking about yourself. Build in ways to let people share.

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SERENDIPITY CHECKLIST

SERENDIPITY

■ **TRY DIFFERENT PLATFORMS**
There are great Zoom alternatives (Remo, whereby, icebreaker.video eg.)

■ **CALL ON PEOPLE AT RANDOM**
Keep them on their toes (and awake)

■ **ADD A JOKE OR GIF**
Get them laughing (add puppies?)

■ **USE SOUNDS OR EMOTES**
Use emoji in the chat or a soundboard

■ **LET YOUR AUDIENCE CONTRIBUTE**
People are engaged when they're sharing

■ **TRY SLIDES WITH FRIENDS**
Call on people with a "Pass the mic" slide, embed gifs, play hilarious sounds, run live polls, play a "Photo share" slide, — it has every one of these tips built in so you don't have to do any work. We built it specifically to help beat zoom fatigue, after all.

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