

DO NOT

THIS THAT!



Start working when your coffee does

.... Or tea. This way you stay sharp during your meeting.



Check the audio

"Do you hear me? You also sound very far away." Super annoying! Make sure that your microphone, speakers or headset are functioning properly and that you are in a room with not too much background noise.



Turn on your camera

If possible turn on your camera. Make sure that you look irresistible.



Blur your background

Are you in a messy room? Blur your background or use a nice background from Teams.



Check the agenda in advance

What are the topics? Be aware of this so that the meeting runs smoothly.



Who takes the lead?

A clear overview of roles and making notes ensures that the meeting runs smoothly.



Turn off your microphone

"Someone's baby is crying!" "Are you eating crisps, John?" Mute your mic if you're not talking.



Preparation is key!

As a presenter, make sure you have all the necessary documents open.



Make it visible

Make agreements, decisions and planning, visible to everyone by sharing your screen.



Share the documents immediately after the meeting

A good completion ensures good follow-up. Share the documents you've been working on right after the meeting or put them into Teams. This way everyone can get started right away.



Don't accept all invitations

Do not blindly accept every invitation. Ask yourself what your added value is at the proposed meeting.



Being late

Annoying at every meeting, but arriving late or breaking in online if the meeting has already started is very disturbing.



Forgot the agenda?

"What are we going to talk about again? If you don't have an agenda; then what's the point in having a meeting?"



Talk all at once

Agree who is leading the conversation and when participants can respond.



Multitasking

It is tempting to grab your phone in between, to check the news for example. Don't! Focus completely on the conversation.



Avoid detailed discussions

Avoid substantive and detailed discussions between individual participants. The chairman has an important role to supervise this.



Are you not the presenter?

Then don't share your screen, don't take control and do not mute other participants.



Don't just walk away

It is very annoying for a presenter when he sees someone walking away. Report it in the chat (or turn off your camera).



Abuse of the chat

Use the chat function specifically for the meeting and not for mutual conversations.

[Learn more about effective meetings?](#)