



# virtual power-ups!

Dos and don'ts of Video Presentations and Meetings





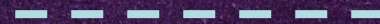
# | our itinerary...



Meeting  
Foundations



Engaging  
Presentations



Preventing  
Fatigue



















# Meeting

Decision-making

Create/Collaborate

Company-Wide

1:1s

Proposal/Agreement

# No Meeting

Information Share

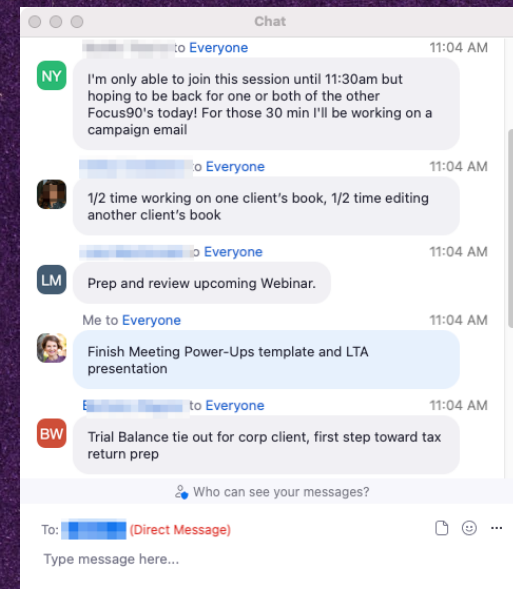
Status Updates

Brainstorm(?)

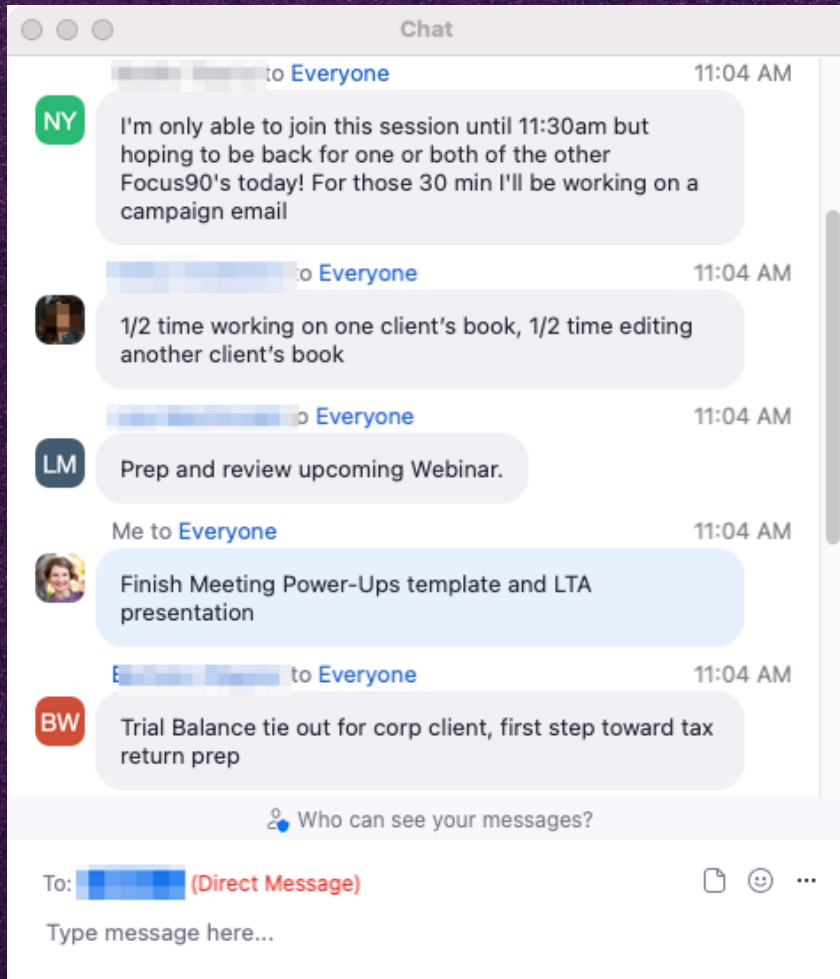


7











Outlook Options

General  
Mail  
**Calendar**  
Groups  
People  
Tasks  
Search  
Language  
Ease of Access  
Advanced  
Customize Ribbon  
Quick Access Toolbar  
Add-ins  
Trust Center

Change the settings for calendars, meetings, and time zones.

### Work time

Work hours:  
Start time: 8:00 AM  
End time: 5:00 PM  
Work week:  Sun  Mon  Tue  Wed  Thu  Fri  Sat  
First day of week: Sunday  
First week of year: Starts on Jan 1

### Calendar options

Default duration for new appointments and meetings: 1 hour  
 End appointments and meetings early  
Less than one hour: 5 minutes  
One hour or longer: 10 minutes  
 Default reminders: 15 minutes  
 Allow attendees to propose new times for meetings  
Use this response when proposing a new meeting time: Tentative  
Add holidays to the Calendar: Add Holidays...  
Change the permissions for viewing Free/Busy information: Free/Busy Options...  
 Enable an alternate calendar  
English Gregorian  
 When sending meeting requests outside of your organization, use the iCalendar format  
 Show bell icon on the calendar for appointments and meetings with reminders

Calendar

### Event settings

Default duration  
45 minutes

Speedy meetings

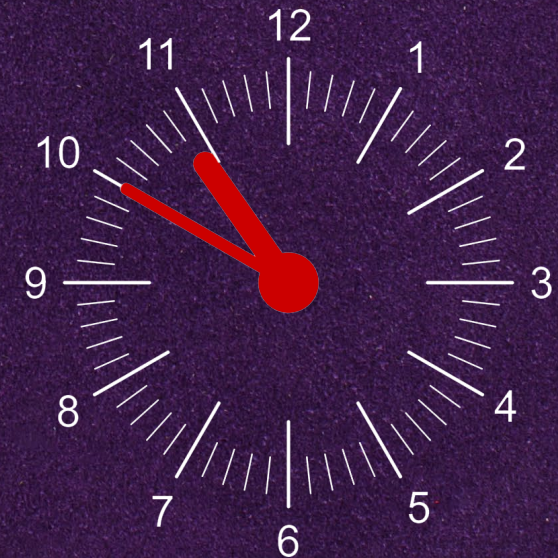
End 30 minute meetings 5 minutes early and longer meetings 10 minutes early

Default guest permissions  
Add guest permissions

Automatically add invitations  
Yes, but don't send event notifications unless I ha... ?

Notifications  
Off

Play notification sounds












Remove Pin

69:43



 Marcey Rader - RaderCo

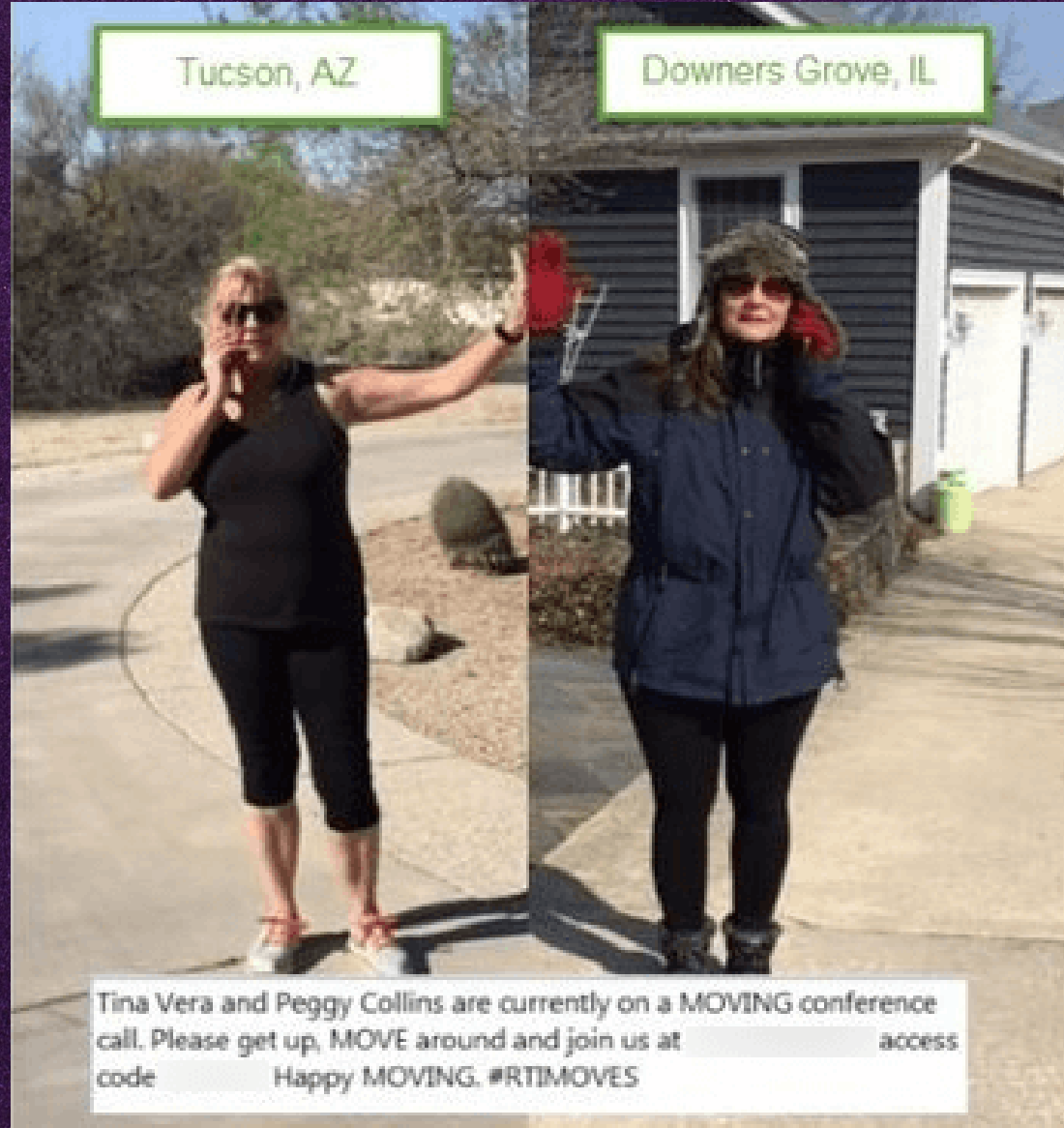






Tucson, AZ

Downers Grove, IL



Tina Vera and Peggy Collins are currently on a MOVING conference call. Please get up, MOVE around and join us at [\[redacted\]](#) access code [\[redacted\]](#) Happy MOVING. #RTIMOVES







Search by task name or custom field...

Filter | Group by: Status | Subtasks | Me | Show

▼	TEAM HOW-TO	78 TASKS	ASSIGNEE	DUE DATE	PRIORITY	CATEGORY	+
	■	Reviewing the Conference Calendar - How-To =				-	
	■	Using Dashlane - How-To =				-	
	■	Invoicing - How-To =				Bookke...	
	■	Make Handout Copies - How-To =				Admin	
	■	Team Specialist Introduction Emails - How-To =				Team S...	
	■	Send thank you cards - How-To =				Admin	
▶	■	Book travel  3 =				Admin	
	■	Ship print books - How-To  =				Admin	
	■	Bookkeeping maintenance - How-To =				Bookke...	
	■	Client gifts Focus90 - How-To  =				Admin	
	■	Acuity Scheduling for Focus90 - How-To  =				Admin	
▶	■	Focus 90 Customer Sign-Up Process - How-To  3  =				Focus 90	
	■	Email Campaign writing - How-To =				Content	

+ Task



what **how-to videos**  
could you create?



# | our itinerary...



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MISSION: PASSIVE INCOME

QUARTER	MONTH
LAUNCH F90 ✓ UPDATE SPEAKING MTR VA WEBINAR	MKTG/OPC-PRES- VA WEBINAR HP-DATE-BOOK
WEEK	DAY
OUTLINE VA WEBINAR TEVEET OP STRATEGY	

THEMES

- MONDAY: COACH, WEBSITE, AFFILIATE
- TUESDAY: COACH, SOCIAL MEDIA, MARKETING
- WEDNESDAY: COACH, OUTREACH, PEP-DEU
- THURSDAY: GSO, SPEAKING, ACCT, CATCHUP
- FRIDAY: ADMIN, RESEARCH, S NOTING
- SATURDAY: MEAL PREP, PD DAY VISION
- SUNDAY: MEAL PREP, PD DAY VISION

**Task Mastery**  
Get the right things done to  
Work Well and Play More!

Work Well  
Play More!



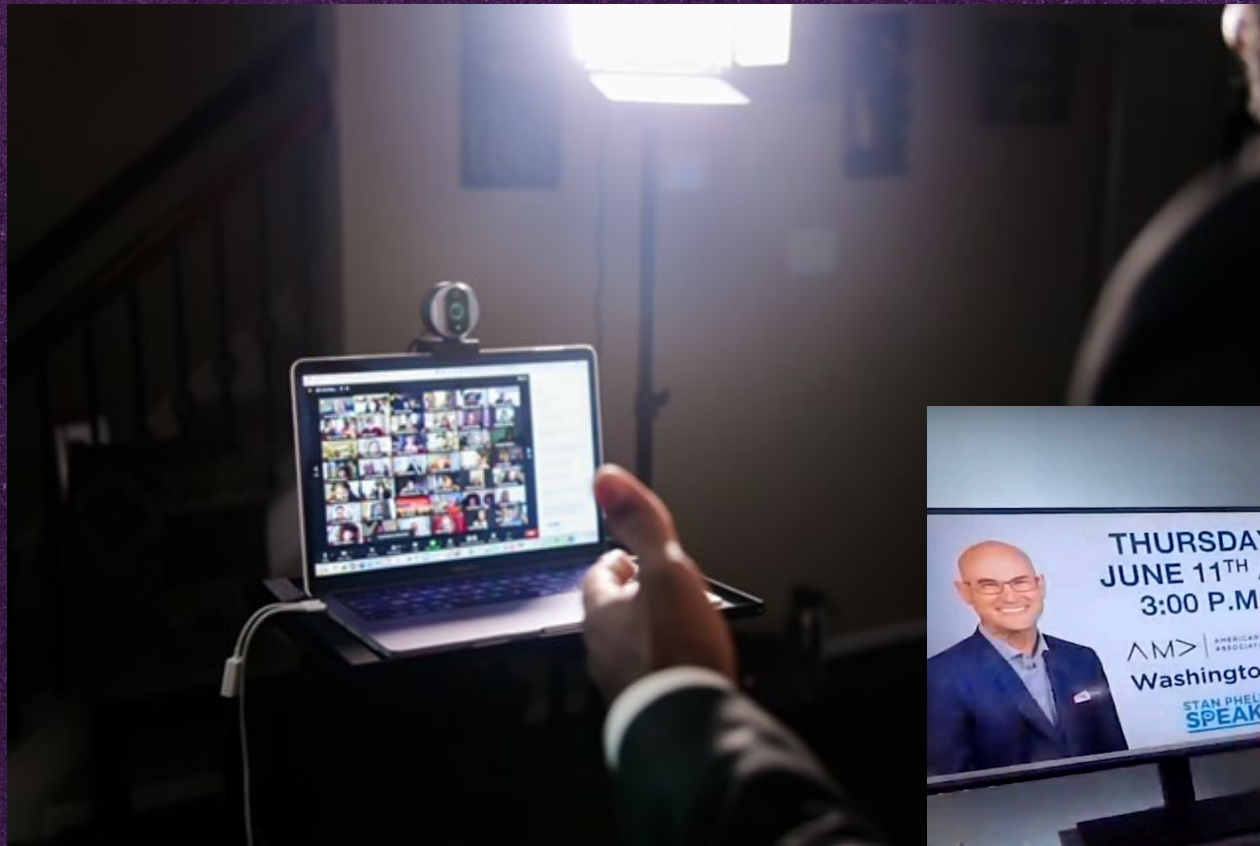




Task Mastery  
Get the right things done to  
Work, Walk and Play More!

Monday: E  
Tuesday: E  
Wednesday: E  
Thursday: E  
Friday: A  
Saturday: E  
Sunday: E





RE VIDEOS

watch later







## create engagement by:

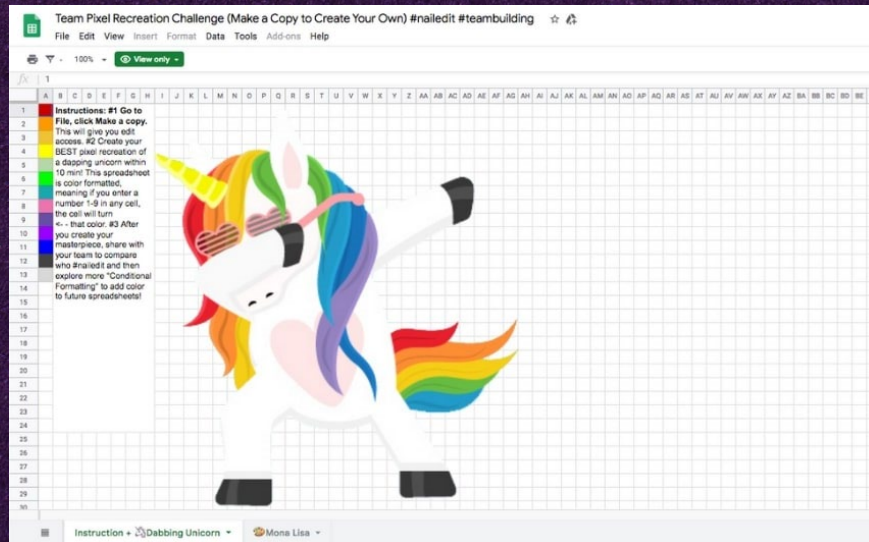
- Use the chat and say names.
- Move back and forth between slides and you.
- Add polling.
- Include breakout rooms.



# virtual campfire



# spreadsheet pixel art



# team building bingo

## Remote Work Bingo

Actually saw a co-worker in person	"Can you hear me?"	Joked about how long your "commute" is	Said "lol" and meant it	Had a meeting interrupted by a pet or family member
Wore pajama bottoms to a video meeting	Spotted a pet in the background of a video meeting	Did household chores on your lunch break	Drank a glass of water	Took a quick stroll to stretch your legs
Sent a gif to a co-worker	Took a coffee break... or three	FREE SPACE	Did eye strain relief exercises	"Sorry, I was on mute."
"Can everyone see my screen?"	Set up "working hours" #worklifebalance	Used an emoji in an email	Installed a blue light blocker on your computer	Worked from a coffee shop
Tried the Pomodoro technique	Did chair yoga	Saw someone other than a family member or roommate in person	Took a typing speed test... for fun	Created a workday playlist

**MUSEUM HACK**





**GRUBHUB**<sup>TM</sup>

 **DOORDASH**

**Uber**  
**Eats**



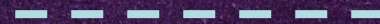
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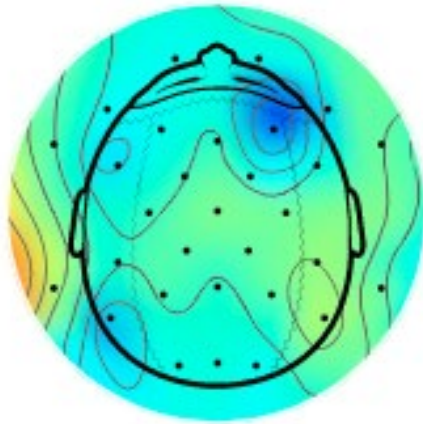
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Presentations



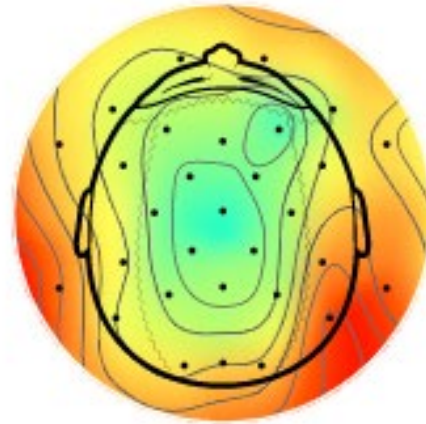
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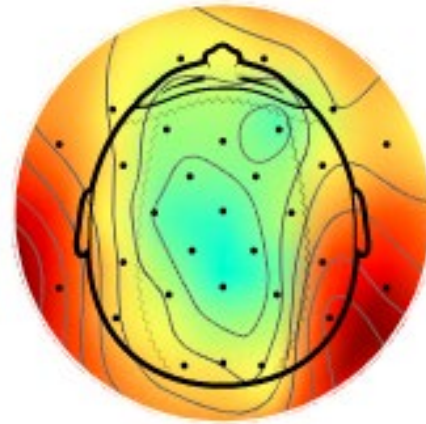
No Break



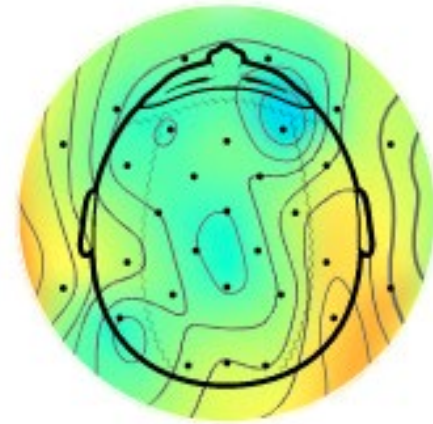
Meeting 1



Meeting 2

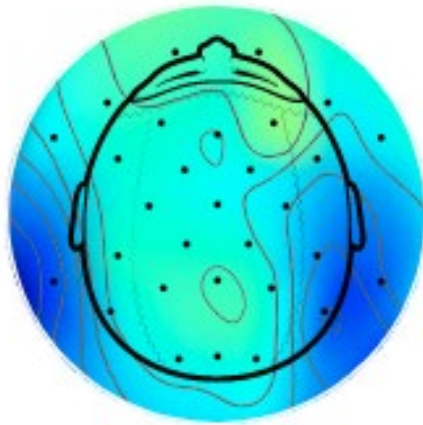


Meeting 3

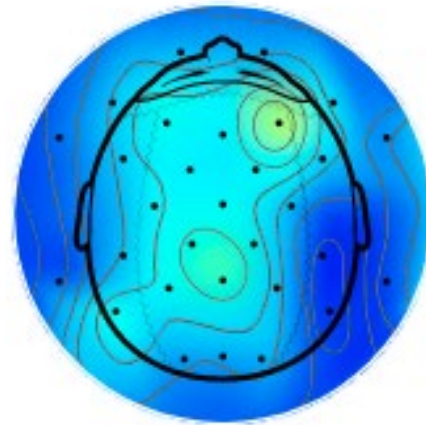


Meeting 4

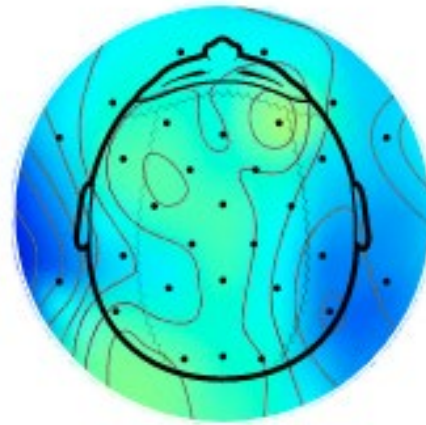
Break



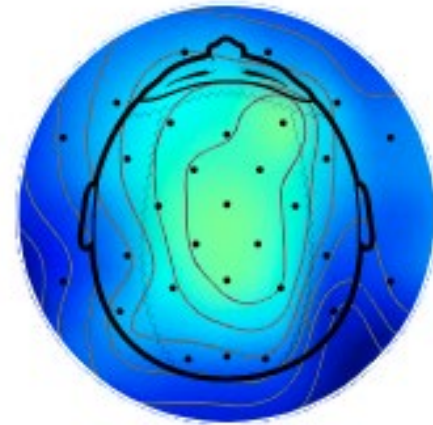
Meeting 1



Meeting 2



Meeting 3



Meeting 4





Graeme Newell





Speaker View

jane doh



chris castaneda

John Doe

Unmute Stop Video Invite Manage Participants Polling Share Screen Chat Reactions More End Meeting





Mute ...

- Mute My Audio
- Stop Video
- Pin video on first screen
- Rename
- Edit Profile Picture
- Hide Self View**

Marcey Rader



Mute
Stop Video
Security
Participants 2
Chat
**Share Screen**
Polling
Reactions
More
**End**







# raderco. recap



Compelling reason



Rule of 7



Meeting roles



Chat monitor/recording



Meeting timing



Timer



Standing/walking



How-To videos



Lighting



Views – self and speaker



Lighting



Stand while presenting



what is your commitment to  
power up your meetings and  
presentations?



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GO-TO GUIDE

## meeting power-ups

Creative Ways to Make Meetings Matter

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RE!  
Healthy Living -

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amazon.com

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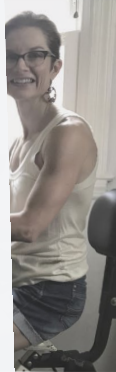


R

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# marcey rader

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