

VIDEO-CONFERENCING SUCCESS CHECKLIST



ANTHONY SANNI

Produce... Your Best Work
Present... Your Best Self



VIDEO-CONFERENCE CHECKLIST

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CHECKLIST

GAZE

- MY WEBCAM IS POSITIONED AT EYE LEVEL.
- MY VIDEO WINDOW IS POSITIONED ON SCREEN NEAR MY WEBCAM.
- I AM POSITIONED TO LOOK INTO THE CAMERA EASILY.

CHECKLIST

GARB & GROOMING

- I AM DRESSED AT THE RIGHT LEVEL OF FORMALITY.
- NO BUSY OR DISTRACTING PATTERNS ON LARGE ITEMS.
- CLOTHES PROVIDE CONTRAST WITH BACKGROUND.
- THERE'S NOTHING IN MY TEETH.
- CLOTHING AND HAIR ARE NEAT (NOT RUFFLED OR ROUGH).
- NO VISIBLE STAINSON FACE OR CLOTHING.
- MY BACKGROUND IS INTENTIONAL (FREE OF DISTRACTIONS & CLUTTER).



CHECKLIST

GEAR

- MY ROOM IS WELL LIT.
- I AM FACING THE LARGEST LIGHT SOURCE NOT BACKING IT.
- MY MIC IS PLACED CLOSE ENOUGH TO MY MOUTH TO REDUCE BACKGROUND NOISE.
- SOUND AND VIDEO TEST USING WEB CONFERENCE SOFTWARE DONE.

CHECKLIST

GESTURES

- I AM FRAMED SO THAT MY GESTURES ARE VISIBLE
- I REMEMBER NOT TO MOVE TOO FAST WITH MY GESTURES OR TO OVER-GESTICULATE
- I REMEMBER TO LIMIT FIDGETING
- I REMEMBER TO USE MY FACIAL EXPRESSIONS PURPOSEFULLY

Want more detail? Read the full article—[5 Video-conferencing Mistakes That are Making You Look Clueless \(and how to fix them\)](https://anthonysanni.com/blog/video-call-mistakes)—for free
(anthonysanni.com/blog/video-call-mistakes)