



Success Strategies for Zoom



<u>Do This:</u>	<u>Instead of:</u>	<u>Because:</u>
Block time on your calendar for your zoom session	Overbooking yourself	You'll be able to focus and not worry about finishing other tasks
Be prepared and have the zoom link easy to access	Running late or not knowing where the zoom link is	You'll be on time and ready to engage with others
Find a quiet space and limited distractions	Being in a busy location where it is hard to focus	You'll get the most out of your session
Use reactions and the chat during your zoom session	Not responding to questions or prompts	You'll stay engaged and build relationships with others

