

Worksheet: Executive Presence

1 Turn your camera

- Allows you to express body language that is difficult to bring into a digital work environment
- Makes it clear to your teams you are present and paying attention

2 Set devices to 'do not disturb'

- Minimize the likelihood of distractions, which are more common in virtual meetings
- Avoid multitasking, which can be obvious when on camera

3 Back up

- Body language is critical to fully communicating with our peers
- Allow everyone to see your hand gestures and facial expressions during meetings
- Camera should approximately show chest upwards

4 Look at the camera

- Eye contact contains important nonverbal communication cues
- Looking at the camera during meetings rather than thumbnails mimics the eye contact that would normally occur in an in-person conversation

5 Check other thumbnails

- Check thumbnails of your team members intermittently throughout meetings to see what feelings are being communicated by their body language