

VIRTUAL 1:1 MEETING PREPARATION CHECKLIST

Set yourself up to ensure your meeting goes off without a hitch

1 WEEK BEFORE

- ☐ My video conference software is up to date.
- ☐ I've tested the features I plan to use (e.g., screen sharing, muting audio).
- ☐ I've sent instructions to my Client on how to join the meeting.
- ☐ I've sent the meeting agenda to my Client.

1 HOUR BEFORE

- ☐ Speakers are connected.
- ☐ Sound from speakers is clear.
- ☐ Microphone is working.
- ☐ Camera is connected.
- ☐ Camera is positioned to show my face in center of screen and looking straight ahead.
- ☐ I'm in a private room, door locked.
- ☐ I'm dressed for a professional meeting.
- ☐ My Client and I know what to do if we get disconnected.



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