

# ADJUSTING FOR DIGITAL MEETINGS

## SOLUTIONS SHEET

### Be Mindful About What You're Sharing

Be careful about what's on your screen when sharing, and be sure you're not incidentally showing something you shouldn't.



Don't have different screens - duplicate the screen on your main computer so you can completely control what's going on.

### Only Show What's Relevant

Having something that's not related to what you're currently talking about can be confusing, so stop sharing your screen when it's irrelevant.

### After Delivering Advice, Pause

Give time for what you've said to sink in or for the listener to ask questions.

### End your sentences deliberately

Don't trail off on a thought. Mention them by name when you finish so they know it's their turn to talk.



Try  
*"What do you think about that, Bob?"*

### Ask Leading Questions

Leading questions will help engage the listener in the conversation.

Try

- *"Does that make sense to you?"*
- *"Do you have anything to add?"*
- *"Have I missed anything?"*
- *"Do you have any questions about this?"*



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