# Video Call Checklist

- Keep virtual meetings brief (30-40 minutes max)
- Opt for 'speaker view'
- Reduce the size of your video window
- Add buffer breaks between meetings
- Avoid multi-tasking on calls
- Wear noise-cancelling headphones
- Manage participants' 'tech-pectations'- audio only?
- Close your eyes
- Move & get some 'green time' between calls
- 20-20-20-20 rule

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