

The WINNING PRESENTER PRE-MEETING CHECKLIST



By Melissa Dinwiddie of



When you're heading into a video call, whether it's a coffee chat, a discovery call, or a highly-produced sales presentation with complicated slides, you want 100% of your attention available for your audience.

The last thing you need is technical glitches or distractions pulling you away!

Some things will always be beyond your control, alas. BUT you can do a lot to stack the deck in your favor, so you can breathe easy and put your focus on your client and your conversation, not your tech.

That's why I've put together this checklist to help you prepare for your next presentation or client call.

This is the exact checklist I walk through before every workshop I teach and client call I hop on.

Enjoy!

Melissa Dinwiddie | Founder & CEO of Creative Sandbox Solutions™

Creative Learning Strategist

Originator of The Winning Presenter Process™



Pre-meeting Checklist

Walk through these steps before every video call!



1 hour (or more) before start:

- Restart wifi router

30 - 45 minutes before start:

- Restart computer
- Make tea/beverage of choice
- Check for Zoom updates (if using Zoom)
- Set up studio background
- Start up secondary computer/device (if using)
- Start up any applications you'll be using to present (Open Broadcast System (OBS), ECam, PowerPoint, Keynote, SessionLab, Google Docs...)
- Open any other required software (Spotify, Apple Music, MURAL, Miro, Jamboard...)
- Free up RAM (I use a tool called Clean My Mac)
- Shut down/pause applications that could drain resources, such as:**
 - Time Machine (Mac), or cloud backup software, like Crashplan or Backblaze
 - Adobe Cloud
 - Google Drive
 - Dropbox sync
 - Loom
- Turn off notifications:**
 - iMessage or other messaging apps
 - Close email
 - Slack - ideally quit Slack, or mute notifications
 - Turn off any timers or notifications on phone



- Minimize local distractions:**
- Let anyone in your space know you're unavailable
- Shut door & put up a sign to let others know you're in a meeting
- Close windows
- Silence phones
- Check again to make sure timers are off!

15 minutes before start:

Set up for the meeting

- Set up lights
- Re-check that un-needed apps are shut down
- Re-check that tea/water is within reach
- Dance/power-pose

10-15 minutes before start:

Start meeting

- Test tech
- Free up RAM again (I use a tool called Clean My Mac)
- Use the restroom!
- Final check for wardrobe/hair malfunctions!

After meeting

Congrats, you did it!

- Restart automatic cloud backups
- Celebrate and take a break!



Now What?



When you start to solve the problem of glitchy tech or other distractions occupying your headspace on calls, there's so much more to consider. Now you'll have space to think about questions like:

- How to connect better with clients, so they're excited to hear more?
- How to make your presentations and interactions more creative, so you stand out?
- How to have more influence and impact, so you win hearts and minds?

That's why I work with my clients to go from boring, ho-hum client presentations to creative, engaging presentations that win clients on the first pitch, using my 3-step Winning Presenter Process™.

If you'd like to learn more about if and how I can help you become a winning presenter, [click here to set up a 10-minute Clarity Call.](#)

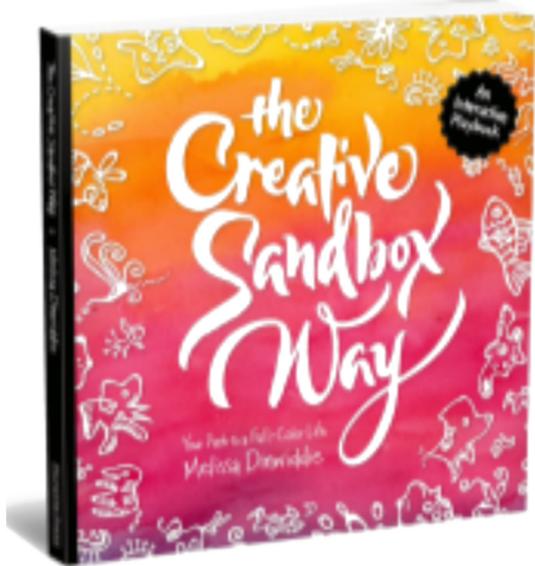


About Melissa



Melissa Dinwiddie is the founder and CEO of [Creative Sandbox Solutions™](#), a Silicon Valley-based consultancy that specializes in working with innovative, people-first companies grappling with boring (or nonexistent!) virtual trainings and events. She helps them engage and delight attendees who acquire new skills or behaviors through creative, interactive, playful training experiences.

One of her flagship offerings is an active-learning program she initially developed for high-performance research teams at Facebook, [Communicating for Influence](#). This program in turn spawned her signature system, the Winning Presenter Process™.



Author of **The Creative Sandbox Way™**, an acclaimed book on creativity, Melissa's known for taking the "bored" out of virtual boardrooms, creating impactful, memorable experiences that teach key skills while being fun at the same time.

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