10 "Hat-ke" Tips to make Zoom Meetings effective
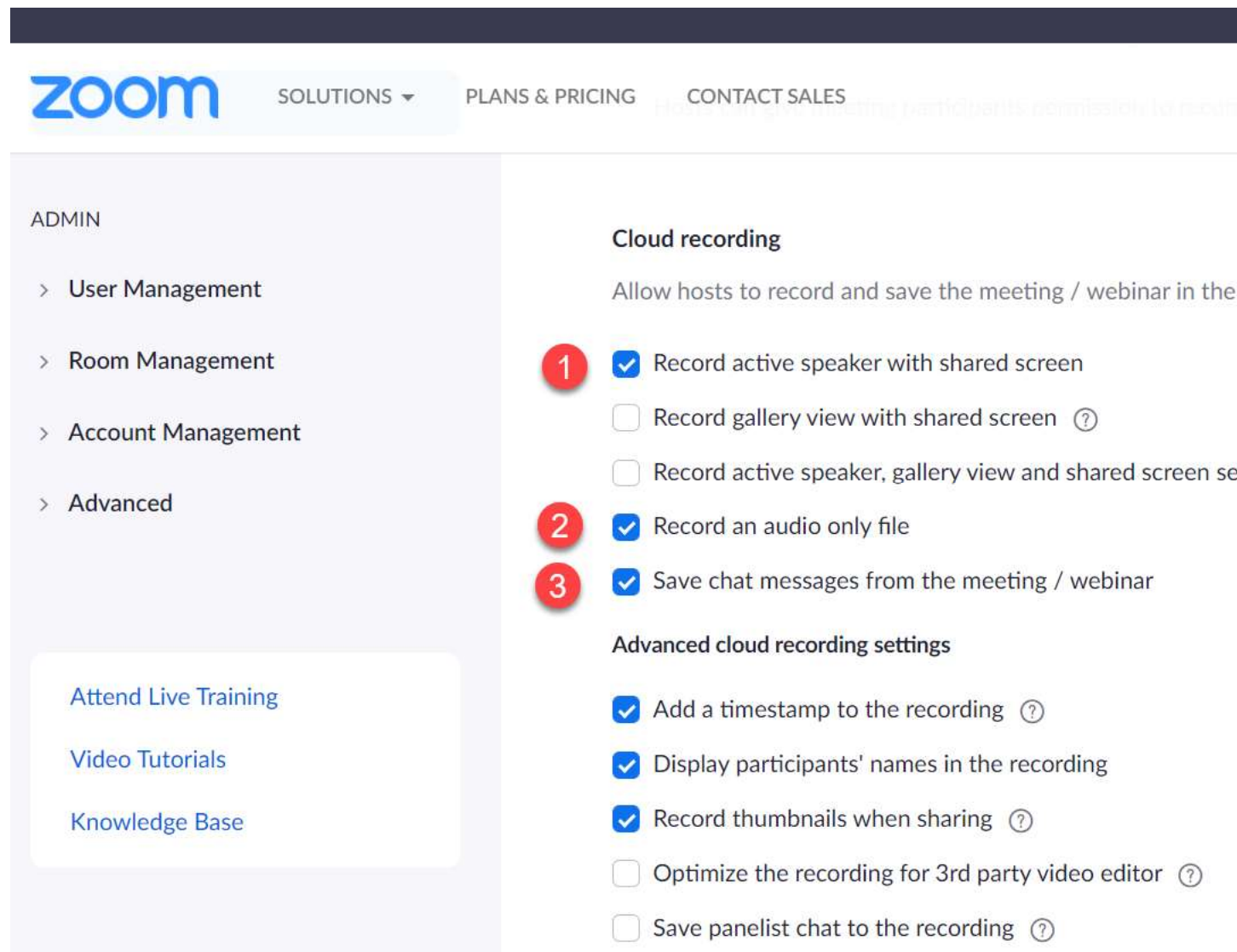
1) Don't do too many meetings, just because it's free. It's a cognitive load. If you do networking; it needs further processing as well. It's like planting planting a seed, nurturing it. **Hence limit these 1-2-1s**.

2) If you are recording the meeting, record it to Cloud if using a PRO version. Zoom sends you an email once the recording is ready to use. You can download that link. **Record in "Active Speaker" mode + Audio file download + Save Chat.**

3) **Schedule follow-ups through ZOHO CRM**. Follow-up is just doing what you said you will do. It's not ridiculous follow up, It's not hammering.

4) **Use Google Calendar** with Tasks to keep records in Place, sync it with your Mobile

5) Make your "Look & Feel" Impressive. Attend the meeting in a professional way. Keep your dressing formal. Try changing your **Zoom Virtual Backgrounds** to suit to your brand. You can use Canva to create your own background yourself. You can also try the new "Immersed View" feature from Zoom.
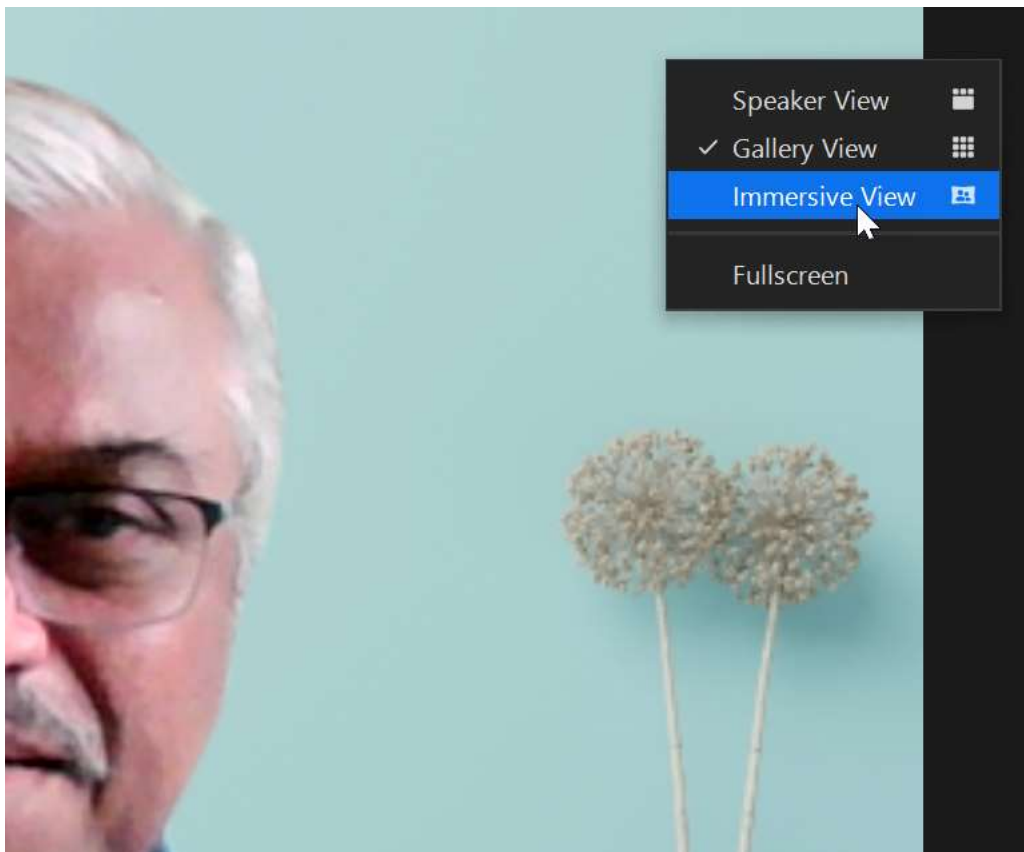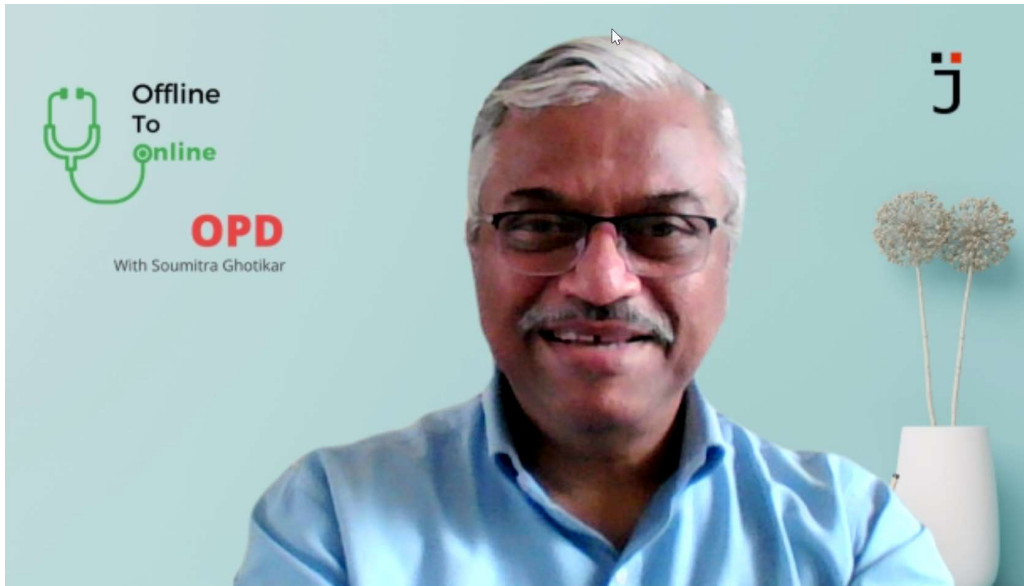
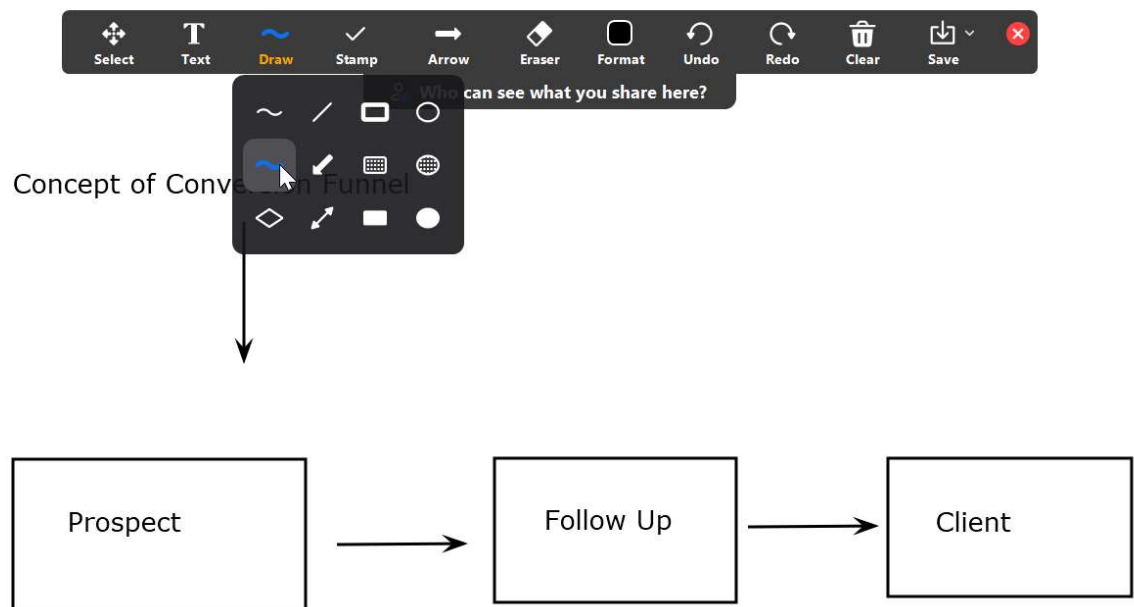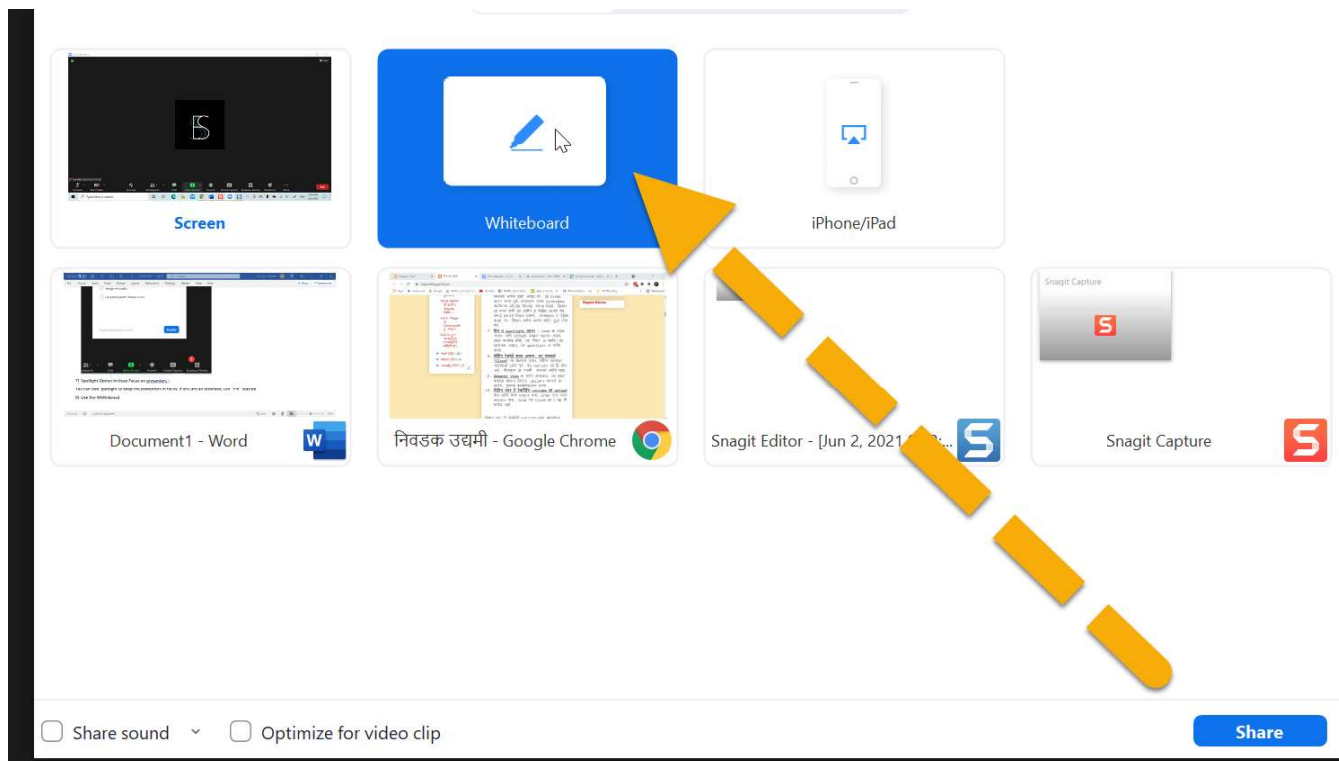6) Use **Break-Out Rooms** from Settings , split participants into separate rooms.
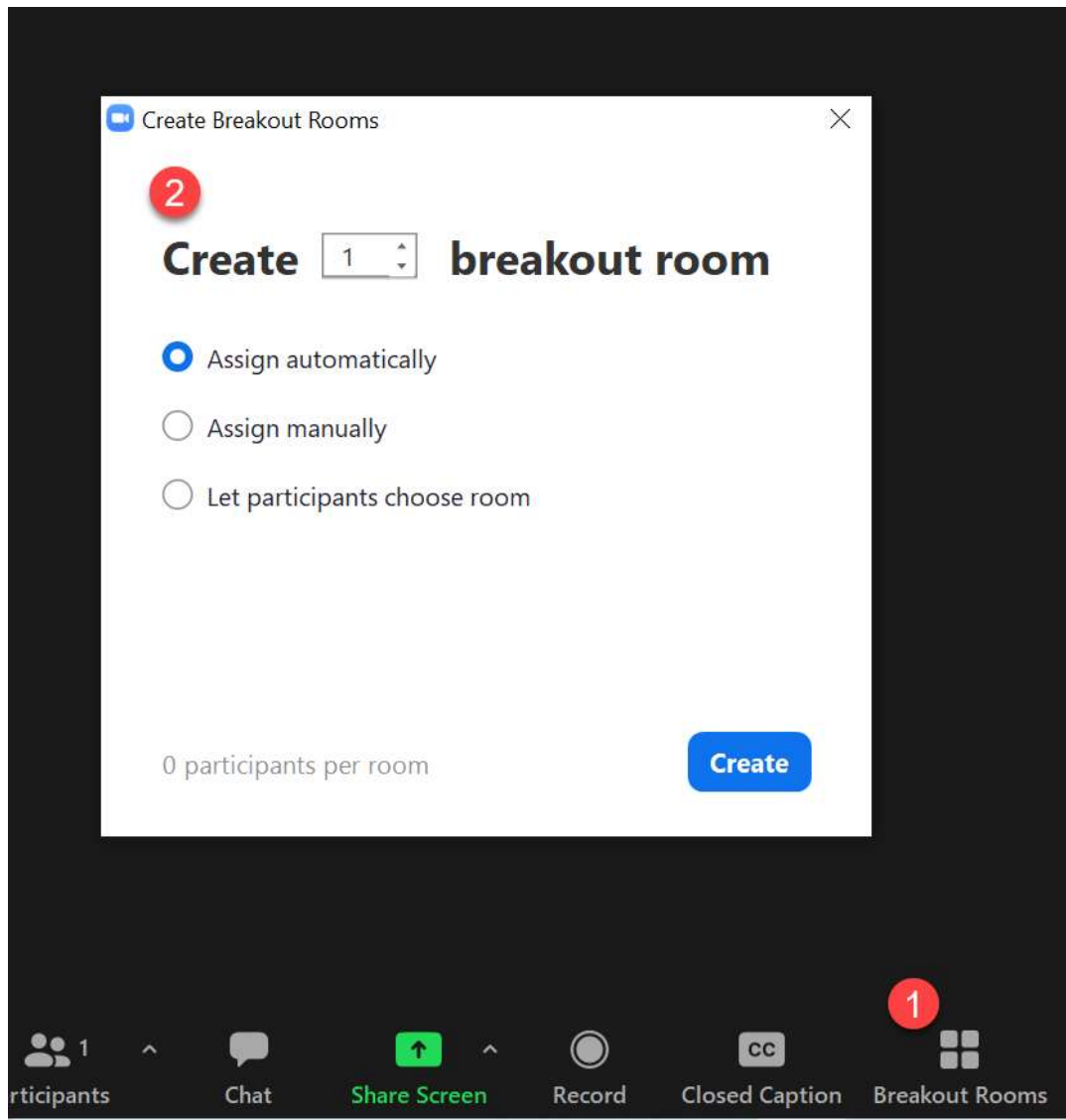
7) **Spotlight Option** to keep Focus on presenters :-

You can Add Spotlight to keep the presenters in focus. If you are an attendee, use "Pin" feature

8) Use the **Whiteboard**. They are saved inside zoom folder

Concept of Conversion Funnel

9) Save Chat, Send File : Send your all files instantly from the meeting itself to reduce the gap between follow-ups. Also save Chats to store all information in 1-place. These files can be accessed from Documents =➜ Zoom Folder Later.
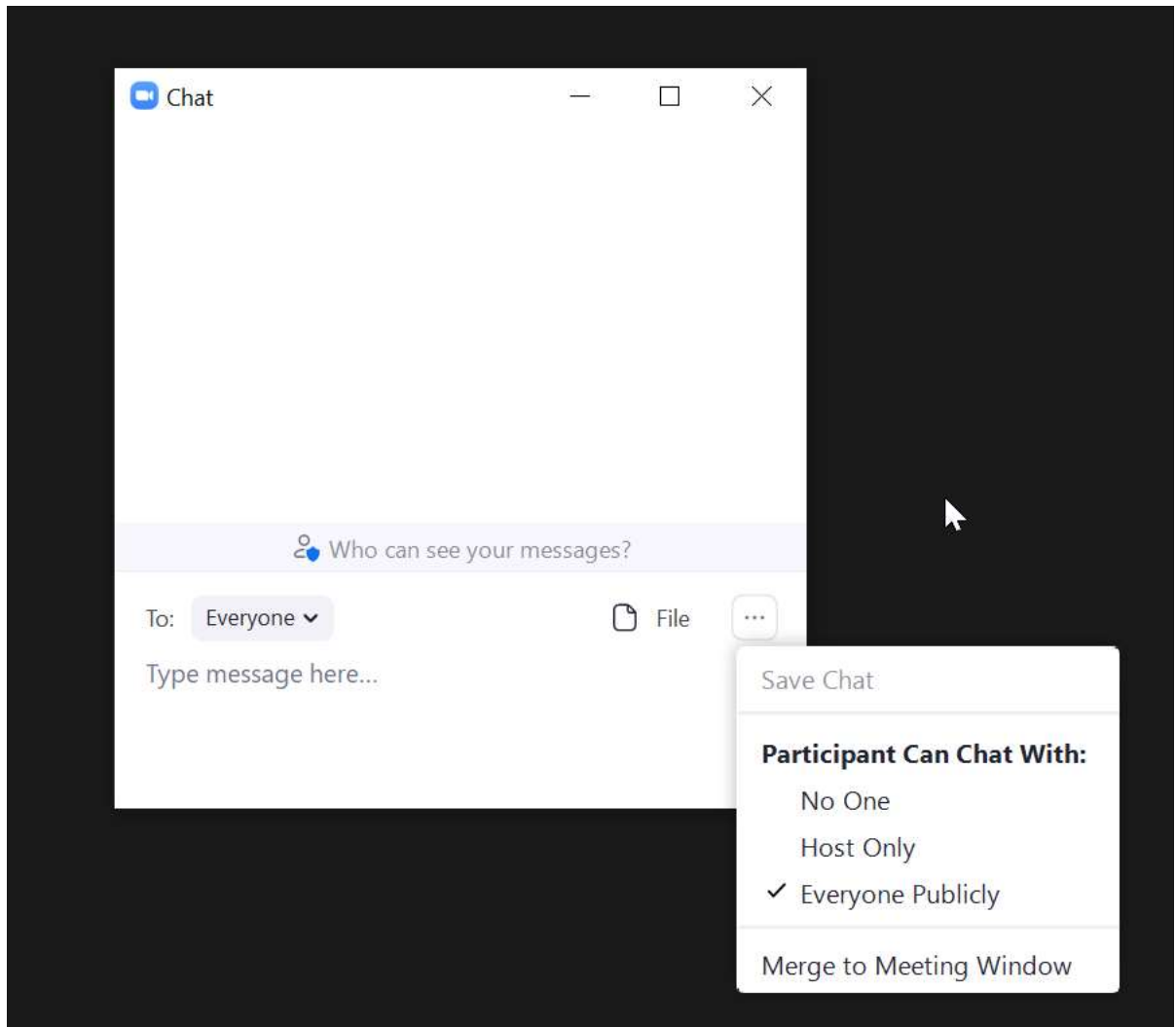
10)   If recording to be used for engagement, then upload it on youtube, once done, delete the same from zoom to reduce the space (2 GB)