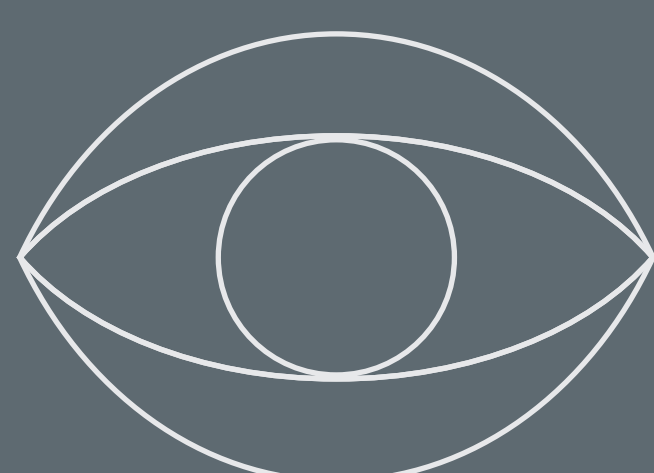
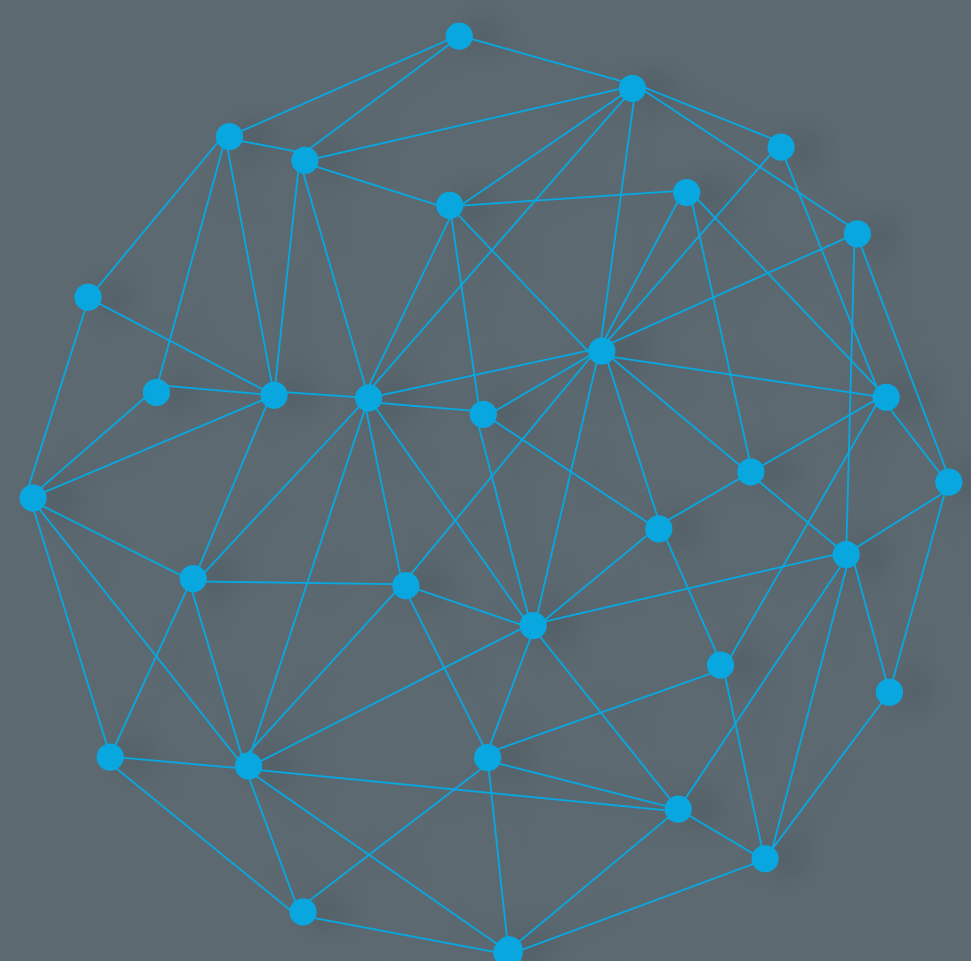


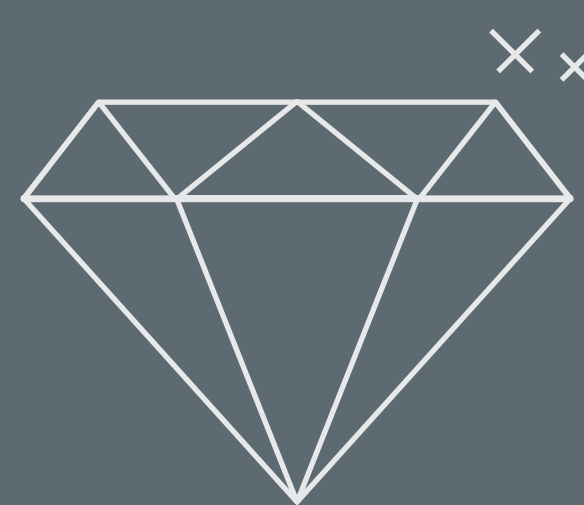
The Better Meetings Blueprint

The seven virtual virtues: etiquette for the online meeting world



CLARITY

Speak deliberately and clearly to be heard and understood.



PURITY

In a virtual environment, participants have enough distractions, so stick to the agenda. You'll help the group achieve more in the end.



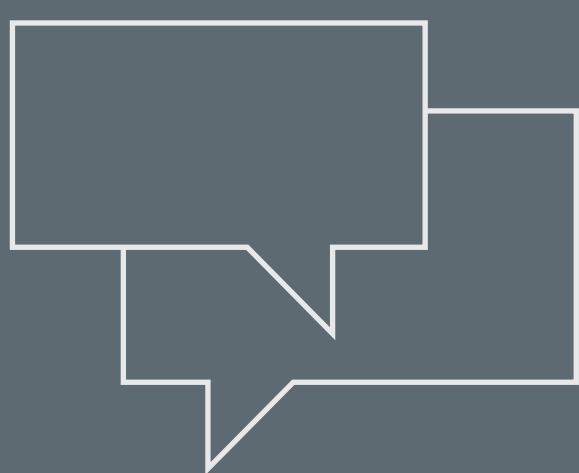
TEMPERANCE

Tone of voice and energy are really important, especially in an audio-only meeting. Sometimes it's not what you say, but how you say it.



SILENCE

When you're not speaking, stay on mute. Background noise is distracting.



FORTITUDE

Be active in the conversation, but don't dominate. It's all too easy when you're participating remotely to disengage, or talk without giving others a chance to interject.



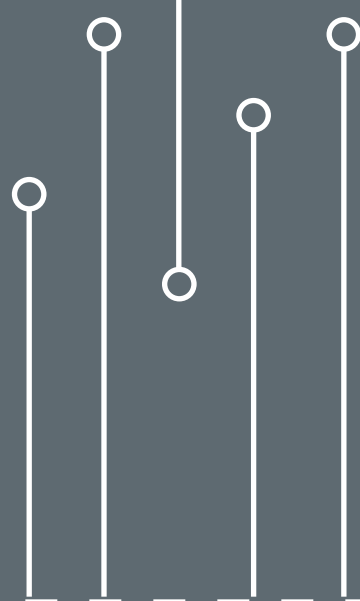
PATIENCE

Be sensitive to those whose first language is not the one being spoken in the meeting. Listen carefully, and speak slowly.



ENGAGEMENT

It's easy to get distracted when calling in to a meeting. Focus on what's being said, and engage in the dialogue whenever possible.



It's time to build a better meeting

At Plantronics, our goal is to build audio solutions that break down the barriers of communication in the workplace. Our [Better Meetings Blueprint](#) furthers that goal, giving you practical guidance on how to organize and participate in meetings that have purpose, direction, and action.

Find out more

Download the complete [Better Meetings Blueprint ebook NOW.](#)

