



CDC Summary about to focus on meetings

Historial de versiones

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Contenido

Historial de versiones	1
As CDC member, you must follow next advices for keep focused on meetings.....	2
Do this before you are meeting	2
Do this on your meeting.....	2
Do this after the meeting	2
Referencias.....	2

As CDC member, you must follow next advices for keep focused on meetings

If you are struggling to stay focused during an online meeting, here are some handy tips.

Do this before you are meeting

- **Clean your mind**, your only thought will be to focus on the topic or class that you are taking in that moment.
- **Close all tabs of your web explorer**, or desktop. If you are taking the class from a cell phone close all activity's.
- **Go to a quiet place**, it can be your own room, or the quieter place in your house.



Do this on your meeting



- **Turn on your camera**, it will force you to get dressed and deter you from getting distracted because you will be seen by everyone else attending the meeting. Peer pressure is a wonderfully effective tool."
- **Use headphones**, this will help you focus on the topic.
- **Take notes**, preferent with paper and pen, this will make you more awake and focused during the view call.

- **Have a drink on your hand**, it can be coffee, water or whatever you want.
- **Ask questions**, make sure you have no doubts by the end of the meeting
- **Feel free to participate**, a little of human interaction can make the meeting feel more friendly and easy going.

Do this after the meeting

- **Make sure you have your notes** from the meeting on a safe / easy access place
- **Read the notes and "clean them up"**, make sure there is not unfinished sentences, or things that you will not remember latter on the week



Referencias

Bello Perez, Y. (26 de Marzo de 2020). *How to force yourself to focus during virtual meetings.*

Obtenido de TNW's Growth Quarters: <https://thenextweb.com/growth-quarters/2020/03/26/how-to-focus-during-virtual-meetings/>