

VIRTUAL INFLUENCE

Let Your Best Shine Through on Video

WORKSHEET

Progress Checklist

Use the following checklist to track your progress. You can enter the date you complete each item, type in “YES” once you’ve done it, or simply draw a check mark or happy face once it’s complete. Use whatever motivates (INFLUENCES) you!

MODULE #	LESSON	WATCHED VIDEO	ASSIGNMENT
MODULE 1 – WELCOME AND INTRODUCTION			
1.1	Introduction		
1.2	Course Overview		
1.3	Baseline Video		
1.4	Your Brand as a Professional		
1.5	Video Contexts and Uses		
MODULE 2 – MINDSET FOR SUCCESS			
2.1	Mindset Reset		
2.2	Confident Public Speaking		
2.3	Don’t Watch Yourself		
2.4	Find Your “Muse”		
2.5	Making Eye Contact		
MODULE 3 – LOOKING GREAT IS FEELING GREAT			
3.1	Camera Angles		
3.2	Smartphone Cameras		
3.3	Lights		
3.4	Your Headshot “Avatar”		
3.5	Virtual Backgrounds		

3.6	Physical Backgrounds		
3.7	Camera Upgrades		
3.8	Camera Settings		
3.9	Colors		
MODULE 4 – SOUNDING GREAT IS MISSION-CRITICAL			
4.1	The Importance of Good Sound		
4.2	Microphone Types		
4.3	Buying the Right Microphone		
4.4	Smartphone Microphones		
4.5	Speakers		
4.6	Speaking with a Confident Voice		
4.7	Voice Care		
MODULE 5 – TECHNICAL TACTICALS			
5.1	WIFI vs. Ethernet		
5.2	Monitors and “Real Estate”		
5.3	Know Your Platform		
5.4	Device Variation		
5.5	Co-Hosting		
MODULE 6 – MAXIMIZING ENGAGEMENT			
6.1	Setting the Tone		
6.2	Setting Expectations		
6.3	Humanizing the Virtual Meeting		
6.4	Managing Participation		
6.5	Status Checks		
6.6	Slide Design		
MODULE 7 – PUTTING IT ALL TOGETHER			
7.1	Your Transformation Video		
7.2	Analysis and Reflection		
7.3	Next Steps		

CONGRATULATIONS! YOU DID IT!