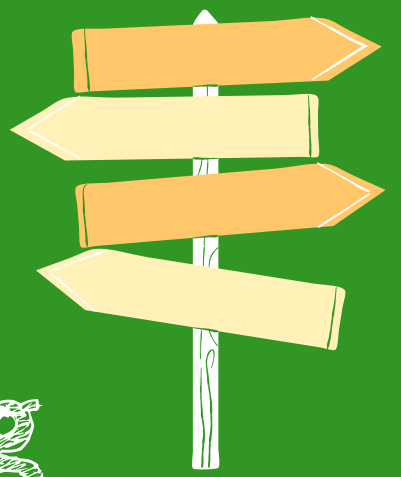


QUICK TIPS

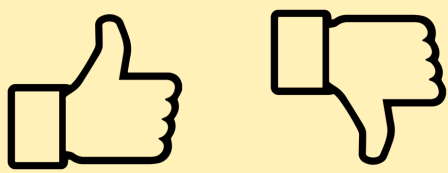
for better
remote planning



DO

AVOID

FIND THE PERSON'S
PREFERENCES



LONG MEETINGS



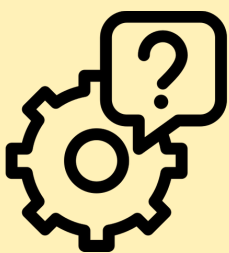
SHARE ACCESSIBLE
AGENDA



TALKING OVER
EACH OTHER



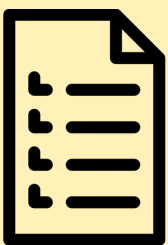
TEST TECHNOLOGY



"ASSUME ZOOM"



PRIORITIZE



EXPECTING TO
"PLAN AS USUAL"



TAKE CARE OF
YOURSELF AND
EACH OTHER



EVERYTHING IN
ONE MEETING

