

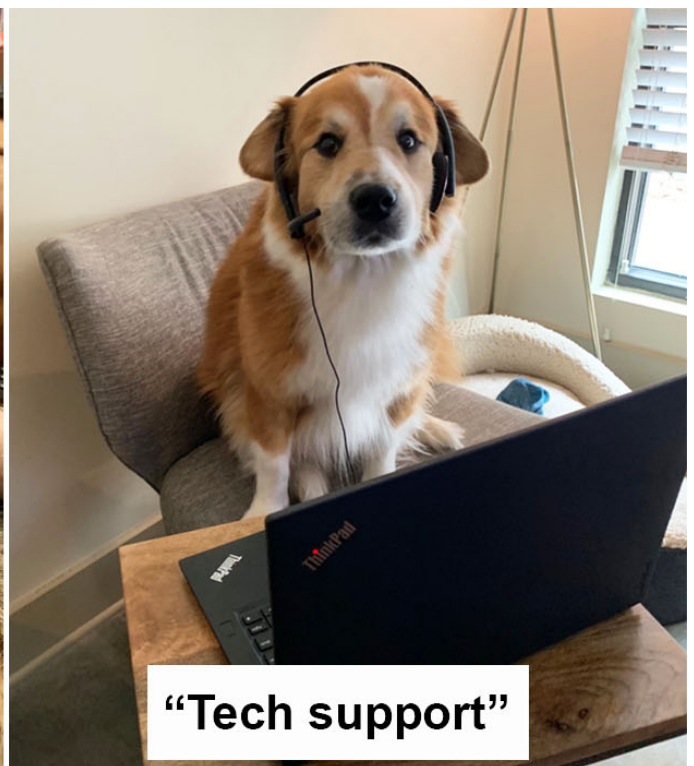
## **SECURITY CLEARANCE NEWS- MAY 2020**

Having an overload of concerning news, while dealing with social distancing, the lack of supplies and lots of high anxiety is very challenging! Let's take a step back, rewind and remind ourselves one way of being positive...with humor! Please follow along as we take a look at "Working From Home."

*Four video tips to make sure your coworkers aren't laughing about you in the chatroom:*

### 1. Pay attention to your camera.

You want what goldilocks wants – not too high and not too low, but just right. Weird angles are not only unflattering, but they are distracting. And look at the camera when you're speaking – not yourself.



## 2. Check your lighting.

You don't want to look like you're in the witness protection program by sitting in front of a window or a light. Overhead light or side light is best.



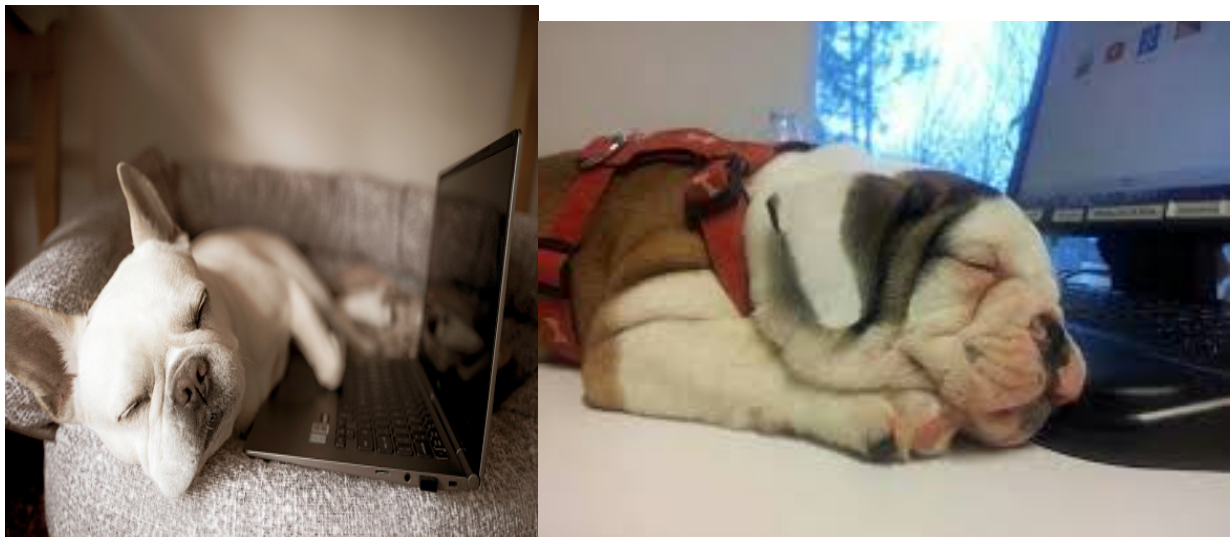
## 3. Consider your attire and your surroundings.

Whatever you wear or have in your background can be distracting – or embarrassing.



#### 4. Pay attention to the meeting.

There are some exceptions to this rule, and I have worked on my ability to look at the camera and work with mute on during meetings. But this should only be for the meetings that are not interactive. Honestly, it's what we would have done in person if we could have gotten away with it!



## Any Questions? Please contact us:

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