

Take Charge of Your Communication

Question Checklist

Power Dynamics: Who has more or less power? How close or far are we in trust levels? Am I communicating effectively based on our power and trust levels?

Positive Intent: Have I created a culture of positive intent? Have I checked my interpretations if there is a risk of misunderstanding?

Signals: What digital body language signals foster clarity? Do you generally prefer a summary or all the background on longer messages? NNTR, TL; DR, 4H, WINFY

Mediums: What form of communication do we prefer for routine matters or updates? How often we do them and who we include? What about emergencies?

Decision Making: What kinds of decisions should I consult you on and which can I initiate myself? For example, can I schedule all meetings for you?

Tool Purpose: What are our preferences on how we engage and what is the purpose of each communication tool? (e.g. Skype, Zoom, WhatsApp, Text, being copied on emails)