

Communication Checklist

Use this checklist in helping you to ensure effective communication. Remember, it is your responsibility to make sure your message is received as intended.

- Adapt your style to meet the needs of your receiver.
- Structure your message by defining the purpose, major talking points, and what's next.
- Identify the best method for communicating your message (Text? Phone? Face-to-face? Instant Message?).
- Deliver the same message through multiple methods.
- Explain the rationale behind your decisions and ideas.
- Get to the point quickly.
- Use a visual to illustrate your message when possible.
- Ask questions of others to make sure you clearly understand their message.
- Analyze evidence to avoid jumping to conclusions.
- Don't deny someone else's point of view.
- Make your thoughts visible.
- Be in the moment.