

Please share a tip, trick, or hack for better electronic communication!



Poll created by speaker, Betsy Bleck

Your answer:

Double check the name/spelling of your recipient!

Poll Results

- Double check the name/spelling of your recipient!
- Wait 20 minutes before responding to an email and be sure to read the initial email at least twice.
- We have started a staff blog.
- Spellcheck
- Set up group chat for our leadership team in Slack. Fast way to get info out or start a discussion
- Use an email signature! (Name, contact info, etc)
Do not address an email as, "Hey"
- triple check wverything..
- Put your questions/main points in bullet points. It makes it easier to read and respond to.
- Be concise and clear expected actions
- Make sure your notifications are turned on for messages
- Respond promptly and professionally
- 2nd set of eyes to proof
- Try to keep your message succinct. A long email or text with no paragraph breaks is intimidating.
- Understand the rhetorical situation!
- Using a friendly emoji in an appropriate manner
- Don't reply all
- Use plain language and get right to the point, pleasantries can be put at the end of emails
- One Note
- keep your inbox emails to reflect a "to do list" otherwise delete or folder
- Read before hitting send or post.
- Use dates and specific keywords in email subject lines to enhance searches later
- Do not use reply all unless others will benefit from your response.
- Make your questions clear, concise, and easily answerable.
- Respond with a follow up email within 2 days
- Test your equipment ahead of time and get to know your equipment.
- Sorting emails into folders for each weekday. New emails go into the right folder for followup.
- they should be short and direct with a due date if necessary.
- Schedule your emails!! Set up regular communications ahead of time and set them to send.
- Take a pause. You don't have to respond immediately.
- In general? Put the TL/DR version at the top of the message. then include details after that.
- Bullet point
- Use a greeting.
- use a Virtual Private Network (VPN). There are free ones and it will help keep your data safe!
- Being short but specific when asking for feedback.

Done