When I am hig	ly-engaged in collaboration or conversation, I look and sound like:	
Engage me by:		
		K
My phone char	es next to my bed each night:	
☐ Yes	□ No	



MY COMMUNICATION PROFILE

EXPECTATIONS & REFLECTIONS

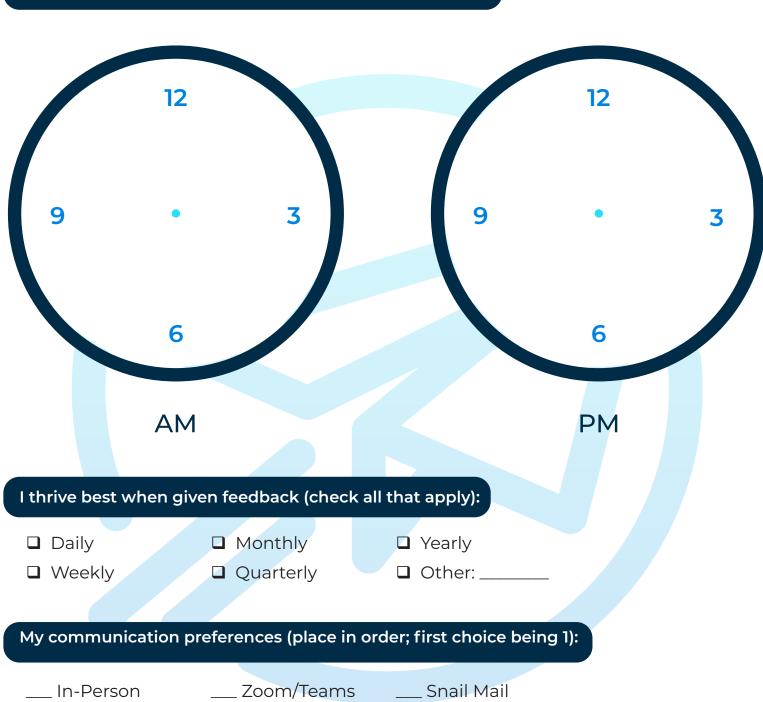
My normal Monday - Friday workday (fill in clock hands):

___ IM/DM

___ Text

___ Phone

___ Email



___ Other: _____



COMMUNICATION METHODS

List two methods of communication that you've received that were effective and engaging:

DESCRIBE:		DESCRIBE:	
	1		2

How many real emails do you receive a day that need 5 - 10 minutes of your time to respond?

0	10	25	50	75	100	HOLY MOLY
l expect to	espond to er	mails in:				
□ 1 hr		□ 6	hrs		☐ 36 hrs	
☐ 2 hrs		1 2	2 hrs			
☐ 3 hrs		1 2	4 hrs			
☐ Hello? Wa	esponse to maiting!	y emans m. □ 3			☐ 24 hrs	
	aiting!					
□ 1 hr		□ 6			□ 36 hrs	
☐ 2 hrs		山 12	2 hrs			
The purpos	e of email is (check all th	at apply):			
☐ Immedia	te communica	tion	☐ Archive		Other:_	
☐ Commun	icate vision		☐ Feedback			

☐ To invade my life and demotivate me

☐ Ensure operational alignment

1 2	4	□ 6
1 3	5	□ WTH?
n email should NEVER exce	ed:	
1 50 - 100 words	□ 200 - 500 words	
1 100 - 200 words	■ 500 - 1000 words	
n email should NEVER have	(check all that apply):	
Bold text	☐ Links to more emails	-
Colors and different fonts	☐ ALL CAPS	
		-
	ove would explain your listenin	
Vhen I have a lot going on, a	ove would explain your listening	ng skills:
Vhen I have a lot going on, a	ove would explain your listening	ng skills:
Vhen I have a lot going on, a	ove would explain your listening and lot on my mind, am not feelingt like:	ng skills:
Vhen I have a lot going on, a	ove would explain your listening and lot on my mind, am not feelingt like:	ng skills:
Vhen I have a lot going on, a	ove would explain your listening and lot on my mind, am not feelingt like:	ng skills:
Vhen I have a lot going on, a rustration loop, I look and ac	ove would explain your listening and lot on my mind, am not feelingt like:	ng skills: