

This Week is About...

leveling-up our writing game so our messages and requests are clearly received and we get the results we're looking for more quickly.

Why it Matters

We're all overwhelmed at times by the number of emails in our inbox every day, and the effort required to wade through long paragraphs and unclear messaging can bog us down. Let's get clear and concise with our communications and make huge leaps forward with our productivity.

During Your Team Meeting

**Have copies of the Good Writing Skills Team Challenge worksheet and the 6 C's of Clear Email Communication job aid.*

STEP 1. Get started by asking:

- ? How many of you feel overwhelmed or frustrated by your inbox or some of the emails you get?
- ? What patterns do you see in our company's email practices that are creating extra work for us?
- ? Do you see any improvements you can make in the way you write emails?

Discuss for about 5 minutes (longer is great if it's a good discussion and you have time).

STEP 2. Have your team complete the worksheet:

1. Split your team up into groups of two or three and have them read the instructions & email on the worksheet.
2. Ask the warm up question: "What's the first thing you see that's wrong with this email?" Give a few people the opportunity to answer.
3. Give them time to complete the worksheet, referring to the job aid for guidance.
4. Have each group share what they came up with, then conclude the session by asking the Session Wrap-up Prompts.

Session Wrap-up Prompts

- How can we make email work better for us as a team?
- How can we hold each other accountable to writing better emails until we've all established better habits?