Communications
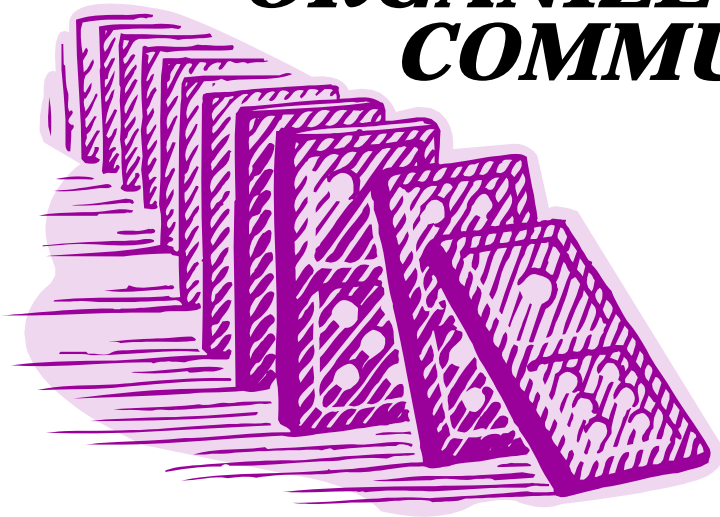
ORGANIZE YOUR COMMUNICATIONS

Have you ever returned a phone call and forgot to mention an important point? Do you have trouble formulating your thoughts in a letter? How much time was spent clearing up a misguided communication? Here are some tips that may help:

1.) *PHONE CALLS*

Before you dial make some notes to remind you of the points you wish to address. Write the person's name at the top. Have you ever called someone and forgot who you were calling? Good communicators are great listeners and notes help communicate that you were listening.

2.) *USE AN OUTLINE*

Before you write anything (an agenda, a letter, an e-mail or an article) organize your thoughts by using an outline. Your thoughts will be complete, in a logical order and easy to understand. Women are busy! You need to give them all the information clearly and concisely.

3.) *E-MAIL*

Also organize the appearance of your emails!

- Not everybody needs to know everything! Be careful with group e-mails. Recheck the address before pushing SEND.

- Choose your words wisely! Your printed words are the only things your audience will have to help them understand what you are trying to say.

- Guide them to read each thought! Make each new thought a new paragraph. Use different colors or use bullets/numbers in list format to make it easier for people to scan. They will scan!

- Don't make them guess! Watch your spelling, grammar and punctuation to make sure your reader understands what you are trying to say.

- Read your message again! Make sure you haven't missed something that might make your communication confusing or doesn't represent the tone you wanted your message to have.

"You can have brilliant ideas, but if you can't get them across, your ideas won't get you anywhere."
Lee Iacocca, Businessman