



Your Name:	Date:

1	Getting & Receiving Information	What's the most effective way to communicate with you?	What's the least effective way to communicate with you?
	<ul style="list-style-type: none"> - Face to Face - Phone - Email - Voicemail - Text - Internal Communication Tools 		

Preferred Method:

Check One Bottom Line Lots of Detail Lists Diagrams/Pictures Models

2	Giving Information	What's your favorite way of giving information?	What's your least favorite way of giving information?
	<ul style="list-style-type: none"> - Face to Face - Phone - Email - Voicemail - Text - Internal Communication Tools 		

Preferred Method:

Check One Bottom Line Lots of Detail Lists Diagrams/Pictures Models

3	Timing	When is the best time to communicate with you?	When is the worst time to communicate with you?
	<ul style="list-style-type: none"> - Time of Day - Last minute / in advance - Schedules meeting / on the fly 		

4	What is your biggest insight from doing this exercise?

5	What action can you take to improve your communication?

