





RESPECT OTHER PEOPLE'S TIME


 **Use NNTR (No Need To Reply). Type 'NNTR' at the beginning of your emails - right at the top!** The tone of email often assumes a reply, even if it's simple. This can cause you to have 4-5 back and forth communications that were unnecessary and time-consuming. Make it clear if you don't need a response.


Use TO DO by x-date in the subject field: You are assigning a task that requires action

Use FYI by x-date in the subject field: You are passing along information others to learn but not respond to


 **Show up on time.**


 **Be aware and manage the time used to do check-ins at the beginning of meetings.** Be a SWOmie, but be cognizant. Call people after meetings that you sense might need some comradery.

 **No double-booking people.** If their calendar is holding up progress - IM them and ask if they can move the other meeting or send a delegate.

 **Do not book people without including an agenda, outcomes, decisions to be made in the meeting.** Do give a heads up if sending this information later – but always send at least 48 hours in advance. Indicate in the meeting title 'agenda below' or 'agenda pending'.

 **Put agendas in the body of the meeting. Don't send a separate email.**

 Limit project groups to 4-5 people, 7-8 is the maximum - **no more than can share a pizza!**

 **Our 1:1s should have a standing agenda** that includes our goal attainment and our learning & development, that we prepare for every time.