

### Communication Practices Worksheet

This is your opportunity to review how you communicate together as a team and to establish new rules, norms, and methods to help you communicate more efficiently.

Communication Method	Communication Practices to Keep	Communication Practices to Discontinue
Email		
Meetings (see also the Meetings Audit slide for ideas)		
Instant Messaging/Slack		
Zoom/Teams/Videoconferencing		
Telephone Conferences		
Phone Calls		