

Before You SEND

A 60-Second Communication Check

Clear messages reduce confusion, follow-up, and guesswork. Use this quick check before sending an email, Teams message, meeting follow-up, or project update.

	State the ask What do you need the reader to do?
	Explain why it matters What context do they need to respond?
	Name the timing When do you need a response or action?
	Describe the next step What happens after they respond?



Before you hit send, ask:

☐ Is the ask clear?

☐ Is the necessary context included?

☐ Is the timing specific?

☐ Is the next step easy to understand?



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