

Effective Communication Tools

	Good For	Bad For	Works Well With
Email	Updating large groups	Time sensitive collaboration	Collaboration tools, meetings
Collaboration Tool	Casual team discussions & brainstorming	Sensitive, one-on-one business conversations	Email, meetings
Video Conference	Meetings between dispersed teams	Routine check-ins	Email, collaboration tool, phone
Face to Face Meeting	Reaching a clearly determined goal in less than an hour	Anything that can be achieved with email or collaboration tool	Email, collaboration tool
Phone	Urgent matters	Situation when you are able to use one of these other tools	Video Conference

Effective Business Communication

Harvard Business Review



Effective Business Communication:

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