“Starting the Fall With a Bang”

Ten Minutes for Momentous Change

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Getting Off on the Right Foot

Three things you can do!

1. Establish your Communication Principles
2. Blame the process, not the person
3. Clean out your email box

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1. Communication Principles

What are your expectations for a good communications environment?

On your own or with a team, identify 3 – 7 important elements.
Core Principles

- **Mutual Respect:** First, and foremost, treat each other with mutual respect! Recognize the value in each person you see. Smile.
- **Two Way:** Talk with people — not at them. Ask for input and give feedback. Communications only works when it’s two way.
Communication Principles

URL: www.tech-talk.com/a-set-of-communication-principles.html

Search Category: Communication Principles

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2. Blame the Process, Not the Person

When Things Go Wrong, Who Do You Blame?

At the root of every mistake, is a missing or broken process.
Blame the Process, Not the Person


Search: Blame the Process
3. Clean Out Your Email Box

Three Ways To Get Your Email Under Control

How many open and unopened email notes do you have in your inbox?

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Clean Our Your Email Box

1. Opt Out Of Marketing Emails That You Don’t Read Regularly

2. Delete by “Chunking” (Sort by From: xxxx)

3. Get Rid of Giant Emails (Search by Size)
Clean Our Your Email Box

**URL:** www.tech-talk.com/email-quick-steps-to-clean-out-your-inbox.html

**Search Keyword:** clean email box
In Summary...

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