

# Team communication checklist

Things to keep in mind for any communication within your organisation:

**Objective**

Is the overall objective of this piece of communication linked to organisational goals?

**Audience**

Is the piece of communication appropriate for the intended audience?

**Title**

Does the title convey the one single compelling idea that drives the entire message to be communicated?

**Message**

Does the message explain the intended message concisely and memorably, preferably as points? Including What, Why, When, Who, Where, How

**Channel**

Is the channel/medium of the communication optimum for the intended message and the audience?

**Review**

Is there a way to measure the outcome/success of this piece of communication?