

#Leadwell Virtually – Managing Communications

Create the Habit

Use a streak table to help track your communications as you work through the week.

Week of: March 30 th					
My Team	Monday	Tuesday	Wednesday	Thursday	Friday
Tam	1:1	Slacked			Zoomed
Synthia	Zoomed	1:1			
Henry	1:1		Zoomed		
Anita	Slacked	Slacked	1:1	Phone call	Zoomed
Cyrus	Slacked	1:1			
Jayne	Texted			1:1	
Whole Team	Weekly meeting	Zoom coffee break	Huddle	Huddle	Huddle

Week of: March 30 th					
My Peers	Monday	Tuesday	Wednesday	Thursday	Friday
Darren			Virtual Lunch		
Jennifer				Zoomed	
Nagan			Zoomed		
Terri	Zoomed	Slacked			

What patterns do you see in the manager's streak tables above?

Weekly Communication Tracking

Week of:					
My Team	Monday	Tuesday	Wednesday	Thursday	Friday
Whole Team					

Week of:					
My Peers	Monday	Tuesday	Wednesday	Thursday	Friday