Why Modern Business Communications is Killing Productivity
(and what you can do about it)

September 1, 2020

HR FLORIDA
CONFERENCE & EXPO

Email

$$\underline{} \times \underline{} \times 250 \div 3600 \approx \text{hours per year spent hitting the delete key}$$
<small>daily deleted   seconds</small>

Short list of email improvements:

1. Every email should require _____

2. Use _____ outs (early!)

3. Manage the _____

- **D**

- **E**

- **P**

White paper at www.millswyck.com/speaking-resources/

Meetings

1. **Why** are we here? (Create _____, not _____)

2. **Who** has to be there? (Have _____ for _____)

3. **What's** next? (_____ when we're _____)

- **S**

- **S**

- **W**

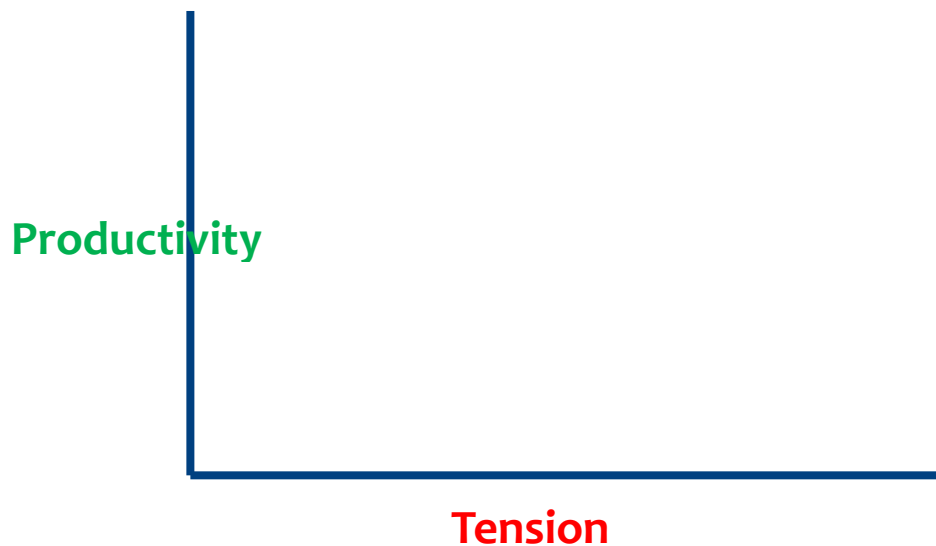How many meetings per week do I attend? Worth my (our) time?

	Slides	Handouts	Notes
Purpose			
Intended user			
When used			

Reasons to have a visual

1. To reinforce an important _____
2. When it's _____ or _____with a visual
3. To make a point from _____
4. To show _____
5. To connect with audience _____

Communicating for results – Changing a culture

Productivity

Tension

www.alanhoffler.com
@alanhoffler
alanhofflerspeaks