

# 5 Tips

## for Virtual Communication

# 5

### Use Technology

Use the video conferencing resources available in your company to allow for a face-to-face connection during meetings. Use chat technology when appropriate.

# 1

### Avoid Multi-Tasking

Make every effort to be present and try your best not to multi-task during calls and meetings. The temptation to complete other work, check email, or surf the internet can be strong when you are not communicating face-to-face with others.

# 2

### Be Responsive

Be responsive to email and during calls. Reply to emails in a reasonable amount of time even if it is just to acknowledge receipt. On the phone, actively participate in group discussions.

# 4

### Set Guidelines

Make your availability clear to your team and respect the guidelines they put in place for their workdays. For example, only schedule meetings during hours that work for all members of the team.



# 3

### Make Time

When planning your workday, carve out time to communicate with your team.