

DON'T 'HI' ME WITHOUT A

why

1. Email First

- ✓ Respectful
- ✓ Paper trail
- ✓ Gives people time

Not a decorative inbox. **Use it.**

2. Work IM = Quick Nudge

- ✓ For check-ins & nudges
- ✓ Designed for speed
- ✗ Don't message "Hi" without context
- ✗ Don't double-tap email + IM like it's a race

3. Phone = Last Resort

- ✓ Use if urgent or pre-agreed
- ✓ Use if nothing else works
- ✗ Not for casual chats

If you lead a team, remember that you're a manager, **not** their mother. Stop with the many calls!

THE RIGHT WAY TO COMMUNICATE AT WORK IN 2025

4. WhatsApp = Use With Consent

- ✓ If your team agrees
- ✓ Use mindfully
- ✗ Don't skip proper channels
- ✗ Don't hijack someone's phone

Communication is about **clarity**, not **convenience**.

Boundaries are not optional.

Context is not optional.

The right message in the wrong place? Still wrong.

For more comms tips, visit:

www.tact-fully.co