

## Raise your words: **Team Communication Diagnostic**

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**Check the boxes below that describe the current state of your team communication. Use the following scorecard to learn how you did!**

### **StupidSimple and Clear Expectations**

- I state what I want clearly and succinctly for my team.
- I am usually able to state most of what I want in 1-3 sentences.
- I make clear what people must do after listening to what I say.
- I follow-up longer communications with a simple list of 1-3 action items.
- My team doesn't get bored listening to me or reading what I send.
- My team members remember what I say to them — I don't usually have to repeat myself.

### **Smart Vehicles For Smart Content**

- I use an internal messaging tool/platform that organizes and archives conversations.
- I use internal messaging that offers @mentions to target the right people for a specific conversation or project.
- I use internal messaging that connects team members to project documentation and schedule updates.
- I use internal messaging that provides options to customize notifications that can be sent out through SMS texting on Android or iPhone.

### **Immediate, Frequent, Consistent**

- My team knows that if I'm saying something, it matters...now.
- I regularly refresh my team on the importance of big items without feeling I'm unnecessarily repeating myself.
- I communicate important things to my team frequently enough and people don't usually feel left in the dark.
- I have clear and effective rhythms for communicating small things with my team.
- I have clear and effective rhythms for communicating big things with my team.

### **Follow-up and Feedback**

- I regularly recognize the effort and action of team members.
- I regularly hold accountable any failure to act of team members.
- I publicly recognize team or individual successes in team meetings.
- I have monthly team recognition and yearly team recognition.
- I offer 360 degree feedback opportunities for leadership to listen to feedback.
- I offer performance feedback and reviews at least several times a year...I do NOT wait for yearly performance reviews to address needs for improvement.

**My company's leadership communicates to teams—all the way to the last employee—in the following ways. (Small companies without leadership teams can check all boxes)**

- Using Stupid Simple and Clear Expectations.
- Using Smart Vehicles for Smart Content.
- Using Immediate, Frequent, and Consistent communication.
- Using effective Follow-up and Feedback.



## SCORING

Total boxes checked \_\_\_\_\_

25 —The Student has become the Master.

20-24 — Keep up the good work! Things change every day, and group chemistry takes a slightly new shape with each new employee.

18-20 — You still have some work to do. Time to tighten things up to keep your momentum and keep leveling up.

15-18 — You're at the crossroads. It's time to decide to improve group cohesiveness and get everyone on board. You either do it together, or not at all.

10-15 — Things are looking grim, but there's still time! Crisis is also Opportunity! It's now or never.

10 or less — Your company effectiveness is probably a little wobbly. That can't feel good to anyone. Why not rethink the kind of company and team culture you want, and create a solid plan to get there?

[Check out Estimate Rocket's new @messaging and team-texting capabilities!](#)