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Three Times When A Meeting Should Be An Email



Stephanie Cansian

Feb 21, 2022



A meeting should be an email when:

1. There is no discussion. Something is changing, and you need everyone to know? Send an email with a read receipt.
2. No collaboration is needed. If something requires input from your employees but not collaboration, send an email with a read receipt and an effortless way for them to reply, usually through pushing a button.
3. You are not raising morale. A team member's time is valuable. The more opportunity you give your employees to work in flow, the better off you are. Unless a topic demands analyzing, brainstorming, collaboration, discussion, or getting everyone together out of appreciation, let your people do their jobs.

That's it. That's the article. Now go out and start freeing up your colleagues' time.

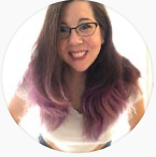
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

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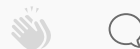


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