Air Traffic Control Template

Create a shared document using this template and ask all those who communicate with people in your school community to refer to it and use it to ensure your messages are planned. This will avoid information overload and ensure messages are prioritised.

DATE When will you communicate?	AUDIENCE Who are you communicating with?	MESSAGE What do you need them to know or do?	CHANNEL How will you reach them?	OWNER Who is responsible for this message?

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