Traffic Light Template

Help your team to understand how to prioritise information they receive using this simple traffic light approach.

RED Urgent and important	AMBER Important but not urgent	GREEN For information
Example messages: Closure Safety issue	**Example messages**: Changes to personnel Meeting minutes	**Example messages**: Fun events Promotions
Governance: Requires sign off by CEO	**Governance**: Requires sign off by senior leader	**Governance**: No sign off needed
Process: Send key points by text message or another direct channel	**Process**: Send key points by email and post on website	**Process**: Post key points on website and share in newsletter

Always specify what action is required and by when or if the message is for information only. Add a contact for further information in case there are questions.

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