

ASYNCR COMMUNICATION PROTOCOL

Operating Rules for High-Performance Teams

THE 4-HOUR SLA

"Real-time" expectations destroy deep work.

The Rule: Unless a task is explicitly marked CRITICAL, no response is expected within 4 hours.

The Schedule:

08:00 - 11:00: Deep Work (Notifications Off).
11:00 - 12:00: **Comms Sweep** (Clear Inbox/Slack).
13:00 - 17:00: Deep Work (Notifications Off).

During "Comms Sweep", if a message can be dealt with in under 3 minutes, deal with it.

Otherwise, acknowledge / reply, and flag for follow-up.

URGENCY MATRIX

The Problem: We use Slack for everything, creating noise.

The Protocol: Check the grid before you hit "Send."

Urgency	High Urgency Low Complexity	High Urgency High Complexity
	SLACK / CHAT Action: Quick coordination only	PHONE CALL Action: Stop typing. Start talking. Resolve it in 5 mins
	Low Urgency Low Complexity	Low Urgency High Complexity
	TASK MANAGER (Asana/Jira) Action: Assign and forget	ASYNCR MEMO Action: Write a 1-page brief. Do not call a meeting yet.
	Complexity	

THE "NO HELLO" RULE

The Problem: "Empty Pings" interrupt focus without delivering value.

The Protocol: Never send a message that requires a round-trip just to get to the point.

✗ Bad: "Hi there."

✓ Good: "Hi. I need approval on the Q3 Deck. [Link]."

THE SILENT START

The Problem: Meetings are used to share information, not decide on it.

The Protocol: No Brief = No Meeting.

1. Organizer sends 1-page memo 24h prior.
2. First 10 mins of meeting = Silent Reading.

Need Help with This? Reach out.
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