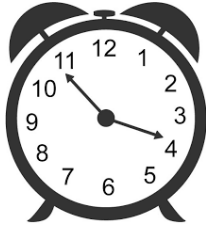


# Timely Tips: Project Manager Communication



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**The Information Exchange Exercise** can be a useful way to set a foundation for consistent and timely communication over the course of a project. The four elements include Ask, Describe, Say, and Share:

- **Ask** me for my ideas about the task/project
- **Describe** what you expect on a particular assignment before the start
- **Say** something positive and specific about my work and check-in at the midpoint
- **Share** information that will help me succeed and engage in an after action check-in for the future

<b>Ask</b>	Do you have ideas about this project? How long do you think it will take? What barriers exist for you? What are we missing?
<b>Describe</b>	This project has a short deadline. I appreciate your skills, so am counting on you for xyz.
<b>Say</b>	You did a great job on the prior project; how are you feeling about progress so far on this one?
<b>Share</b>	We will work with two other teams on this project. One team likes to work at a face pace and wants answers from us immediately when they reach out. The other team works like we do. How might we work with the different styles? * How can we maximize those styles?

\* Microsoft Analytics (or other similar feedback programs) offers nudges regarding time use that can help you and your team adjust to different time styles. One example:

### Food for thought



**Last week, you sent several calendar invitations to your colleagues last-minute.**

Make sure to give people enough time to prepare for meetings.

**More insights**

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