



## Effective Communication Plan

1. Find out what time of day works best for both of you and schedule accordingly.
2. Try to set a regular day and time in advance. Avoid rescheduling as much as possible.
3. Use all forms of communication as much as possible, e.g. phone, face-to-face, email, Facebook, Zoom, etc.
4. Focus on the quality of your meeting rather than the quantity. However, don't let more than two weeks go by without any contact.
5. If feasible, try to schedule periodic face-to-face meetings at least 1-2 times during the program.
6. Always set an agenda for the meeting and end each meeting with a review of Action Items & Responsibilities due for the next meeting.
7. As much as possible, make yourselves available for phone and email contact between regular meetings.
8. Remember that both Connection partners are responsible for making time to meet.
9. Work to make sure the time you spend with your partner is productive and moves the relationship towards the partnership goals.