# What Does Your System Look Like?

## Who?
*Who are the senders and who are the receivers?*

## What?
*What are the key messages you are sending?*

## Where?
*Where is the communication taking place—
in an intimate setting or a group assembly?*

# When?

*Are these one-time or repeated events?*
*Are they scheduled? Is there a timeline? Or only when needed?*

# How?

*What modes do you use? Verbal, visual, written.*
*What media do you use? Newsletter, memos, texts, emails, etc.*