

## 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.*