

# WORKSHEET: LEADER COMMUNICATION CHECK

Talking in shorthand is helpful, but only to the extent that both parties understand the jargon, acronyms, or phrases. Use this tool to explore the shorthand you use to find opportunities for you to communicate more effectively to your team members, customers, and partners.

<b>SHORTHAND</b> What jargon, acronyms, or phrases do you use?	<b>MEANING</b> What does your shorthand mean?	<b>UNDERSTANDING</b> Do people understand your language?			<b>ACTION</b> How can you communicate better in the future?
		Team	Customers	Partners	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
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