



Virtual First: Communication Kit

Meetings 101

Do you really need that meeting?

✔ Keep meetings
for the 3d's

**3d's = important decisions, debates,
and discussion**

One-way door decisions.

Irreversible choices, like who to hire as your next COO.

Big debates.

Should your primary brand color be blue or green?

Creative brainstorming.

Generating ideas for your next campaign.

Sensitive or challenging topics.

Personal issues or performance feedback.

Getting unblocked.

You've been going back and forth, but you can't make progress.

Kick-offs, first-time meetings, and 1:1s.

When you need to build trust, face time can help.

⊗ Nix non-3d
meetings

Say it over chat, email, or a doc.

Status updates and FYIs.

Send info shares with your project management tool, email, or chat.

Getting feedback or support.

Ask them to review it in a doc, or send a support request via Jira/Epic.

Sharing a proposal.

Write a (concise) draft in a doc, then gather feedback asynchronously.

Two-way door decisions.

Should the button say "buy" or "purchase"?

Quick, straightforward questions.

Example: When does your team want to have the next meeting?