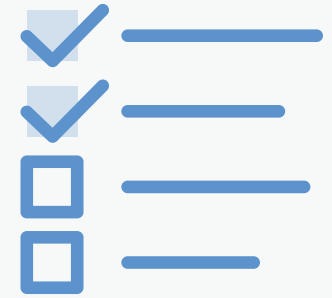


Asynchronous vs. Synchronous Communication Checklist



Yes No

- Need to be documented for later reference?
- Immediate response needed?
- Considered urgent?
- Requires thoughtful feedback from others?
- Requires lots of time dedicated to the task?
- Should it be in person or face-to-face?
- Includes emotionally sensitive material or topics?