



Humans of IT

How to communicate better and be a better collaborator

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Django girls Seoul Organizer
Play with Data Organizer
APAC Microsoft Most Valuable Professional Community

Olivia,

I did receive your email and I'm grateful to you for expressing the challenges we have faced with the sourcing of speakers.

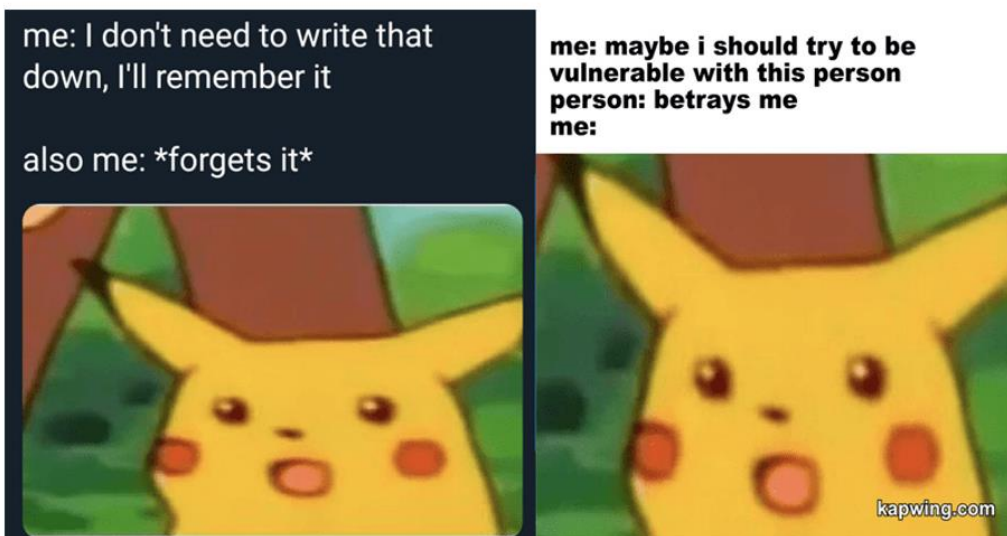
I'm confident that now, knowing our challenges from both sides, we are going to work together to truly make this conference a great success!

Collaboration = Success!





01 | Be predictable



<https://krenck.com/surprised-pikachu-memes-are-here-to-describe-our-most-predictable-blunders/>

- It's important to be a predictable person.
- Don't let people around you be anxious about you and have to chase you or accommodate for you every minute.

02 | Be a ^{good} ✓ soccer player



- Go and get the ball yourself and take responsibility for your involvement.
- But also, you have to pass the ball!

03 | Talk precisely

- Speak with images and numbers.
- Say exactly what you mean and be concise what you ask.
- Provide [context] [deadline] [Action-required tag], so readers can expect what you want them to do.

Dear Everyone,

Please take a look at the results and follow the guidance at the end of this communication labeled [“Your next steps”](#) by next **[when-Tuesday, March 10]**.

Blah Blah **[the context is ..]** Blah blah Do you enjoy my presentation so far? I probably will be very nervous by now. But should be okay since only one slide left Sigh.

[Your Next Steps]

What should you do immediately?

First and foremost, you should share these with... by **[When]** for **[this reason]**

Again, thank you for your support throughout this process . Please do not hesitate to provide any additional comments you have.

Sincerely,

Olivia



Trust is the glue of life.

It's the most essential ingredient in effective communication.

It's the foundational principle that holds all relationships.

Stephen Covey

Thank you .
I will be waiting for your feedback!

 [@oliviaha2](https://twitter.com/oliviaha2)