

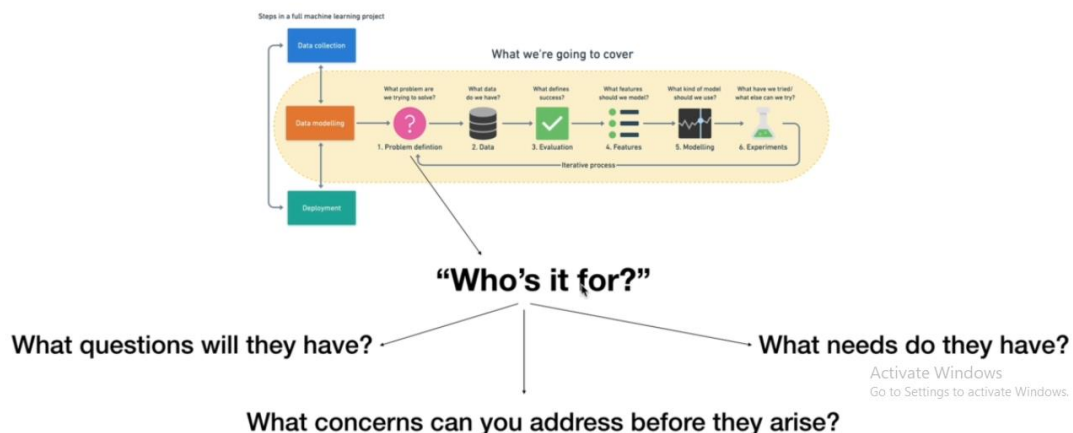
ML-11

COMMUNICATING YOUR WORK

How to think about communicating and sharing your work



The most important question you can ask



Now let's have an example.

If you want your message to be heard it's not enough for you to deliver it in a way someone can hear it like if you imagine the man yelling on the street. He can be heard but not understood.

You have to deliver the message in a way it can be understood such as these girls in a group project here. Now I've written the word potentially here is because of course I've been heard but because communication is such a hard problem it's not a definite that they'll be understood now.



Heard but not understood



Heard and (potentially) understood

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Who's it for?

People on your team

People outside your team

Boss

Clients

Project manager

Customers

Teammates

Fans

Communicating With Managers

“Who’s it for?” — “What do they need to know?” —

How the project is going
What’s in the way
What you’ve done
What you’re doing next
Why you’re doing something next
Who else could help
What’s not needed
Where you’re stuck
What’s not clear
What questions do have
Are you still working towards the right thing
Is there any feedback or advice

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The Project Manager, Boss, Senior, Lead

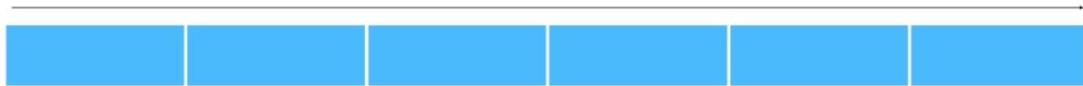


The People You're Working With, Sitting Next to, in the Group Chat

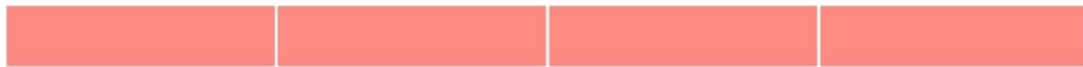


Break it down

6-month project



4-week month



5-day week



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What did you work on today?

What I worked on today (1-3 points on what you did):

- What's working?
- What's not working?
- What could be improved?

What I'm working on next:

- What's your next course of action? (based on the above)
- Why?
- What's holding you back?



Relate back to overall project goal

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Take note of overlaps



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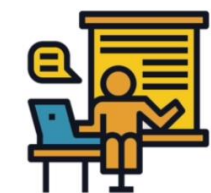
Communicating with people outside your team

People on your team	People outside your team
Boss	Clients
Project manager	Customers
Teammates	Fans

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Obvious to you, amazing to others





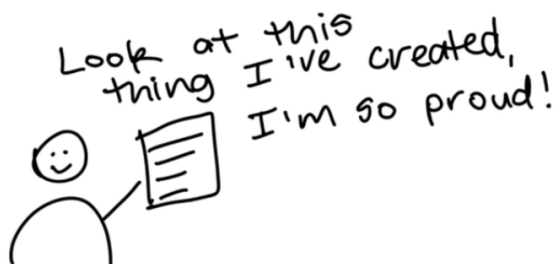


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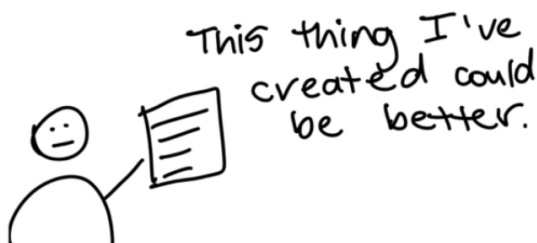
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What story are you trying to tell?

You:



Also you:



Always ask, Who's it for?

"Who's it for?" — "What do they need to know?" = Specific = Courage

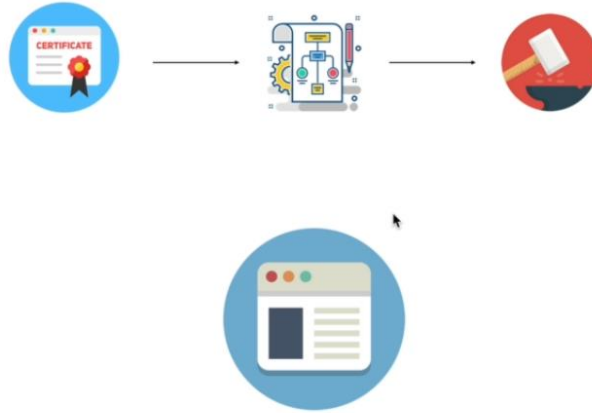
Write it down



What did you work on today?

What are you working this week?

Progress, not perfection



“Here’s what I’ve done.”

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