|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | “Do I need to set up a call?” |  | “Are you available to check this?” |
| “Thoughts?” |  |  | Emails a copy & paste |  |
| “Can we confirm?” | “Can I add you to this call?” | **FREE SPACE** |  | “Don’t forget your timesheets.” |
| “Who can answer <name’s> questions?” |  |  | “Let me know if I need to open a ticket.” |  |
|  | Forwards email with only “FYI” |  | “I didn’t know the decomm RITM needed approval.” | “Team …” |

**SDM Bingo**