

# **PICK THE BEST WAY TO COMMUNICATE** **WHEN YOU HAVE PROBLEMS TO SOLVE**

(Graphic of telephone, letters and people talking face-to-face not available in Braille.)

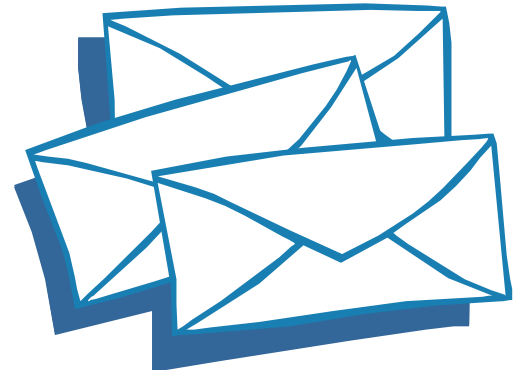
There are 3 common ways to communicate when you have an important problem to solve:



Use the **TELEPHONE** or your **CELL PHONE** when you only need information, or if your problem is straightforward.



Use **LETTER WRITING** or **E-MAIL** or **TXT** whenever you might need **proof** that you did something, or someone did something (or didn't do something), anytime you ask someone to take care of something on your behalf. Save a copy for your records!!!



Use **FACE-TO-FACE MEETINGS** whenever something is important, serious, or complicated. Write a thank-you note immediately after the meeting and use that note to outline who agreed to do what – by when. Save a copy for your records.