

Communication Priority Assessment

(Adapted from Deborah L. Duarte's Virtual Team Workshop (August 20, 2001))

Directions: On a scale from 1 – 5, rate the importance you give to the following types of communication. Ask others to do the same individually. Then, compile the individual results and see the differences. As a team, decide what types of communication should have the highest priority and why. To improve your team communication, adjust your priorities to match your team's priorities.

Type of Communication	Priority Rating 1= very low importance 2 = low 3 = medium 4 = high 5 = very high importance
a) Scheduled face to face meeting	
b) Pager	
c) E-mail	
d) Mail	
e) Scheduled phone call or voice/audio conference	
f) Impromptu face to face meeting	
g) Electronically published documents	
h) Priority mail	
i) Voicemail	
j) Fax	
k) Other?	