

**What's the right medium for your message?** While you may generally use e-mail or IM to make contact, remember there are a variety of other communication mediums available for you to use. Don't limit your choices but consider your options. Fill in this communications log to get a better understanding of your communication opportunities.

Questions	Phone	Fax	E-mail	IM	Snail Mail	Face-to-Face Meeting
What % of the time do you use each one of these tools to communicate?						
What is an advantage of this communication tool?						
What is a disadvantage of using this medium at work?						
How comfortable are you with this channel?						
If you received an angry email from a customer, which communication tool would you use to reply? Why?						
If you have a disagreement with a coworker, which communication tool would you use to resolve the problem? Why?						
If there is a change in a meeting time or place, how would you notify your team?						
If you need a document signature from a client in New York, how would you get it?						
If you wanted to send a birthday card to your boss, what communication medium would you use? Why?						

*For more college and career information go to: [MissingMajor.Com](http://MissingMajor.Com), [CareerClues.Org](http://CareerClues.Org), [www.WBLConnections.Com](http://www.WBLConnections.Com)*