**REMOTE COMMUNICATION DOs AND DON'Ts**

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| DO | ACTIONS PLANNED / TAKEN | DO NOT |
| Share industry news. |   | Over-Communicate. |
| Remind the team of shared purpose. |   | Make assumptions. |
| Assert yourself. |   |   |
| Be upfront about your needs. |   |   |
| Schedule meetings mindfully. |   |   |

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