



# Boost your async communication skills



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## BOOST YOUR ASYNC COMMUNICATION SKILLS

The rise of remote working has made asynchronous communication **more important than ever.**

Here are some simple tips to help you to communicate more effectively and **get ahead...**

# 01 Be Mindful

Distributed teams are driven by shared goals. However, individuals often have **diverse cultural and professional backgrounds.**

Good relationships need empathy. Make a **conscious effort** to better-understand your teammates' ideals.

## 02 Use Holding Messages

When receiving messages or emails, it is easy to assume that you can **only reply with a complete response.**

**The opposite is true.** A quick holding message is a great acknowledgement, to set expectations around a fuller response.

## 03 Structure Content

It is tempting to communicate in a creative style. **Instead, be practical:** use headings and formatting to make your message easy to consume.

Rather than using traditional bullet points, **number or ID your points.** These can be referenced later.

## 04 Provide Visuals

It is **typical to overlook visuals**, especially when utilising text-based methods such as email and messaging.

It's easy to think that visuals need to be polished. On the contrary, a **quick and simple** sketch or 60s screen recording can make all the difference.

## 05 Document Team Norms

Communication guidelines should be **documented and shared**.

These commonly define:  
channels, responsiveness, style,  
expectations, feedback loops,  
**personal preferences** and more.

## 06 Learn and Iterate

Effective communication requires **ongoing iteration and refinement.**

Holding **retrospective sessions** and performing **360 reviews** are two great ways to analyse the overall quality of team and individual communication.



## KEY TAKEAWAYS

Be mindful of the cultures of others.

Use holding messages where appropriate.

Be practical and use formatting.

Provide visuals where suitable.

Set engagement norms in your team.

Proactively feedback, learn and iterate.



**Hey, I'm Colin Cooper** 🖐️

With 15+ years of delivering digital products, I specialise in coaching startup product teams.

My method boosts confidence, productivity, and creates continuous improvement.

Ready to step up?

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