













Communication Clarity Checklist for Managers

Checklist Items:

-  Have I defined the main purpose of this message?
-  Am I using simple, jargon-free language?
-  Is the tone appropriate for the message and audience?
-  Have I outlined the next steps or expectations clearly?

-  Have I checked for any ambiguities or double meanings?
-  Did I consider the best format (email, meeting, chat) for this message?
-  Have I invited questions or feedback to confirm understanding?
-  Have I checked for spelling, grammar, or typos?
-  Did I align the message with company goals or values?
-  Have I followed up or confirmed receipt of the message?

This checklist ensures every communication from a manager promotes clarity, direction, and confidence across the team.

La^Λphills