



Friday Message Fix

COMMUNICATION · FIX THE MESSAGE

Grace is closing out Friday during the last ten minutes of study hall. Her group science poster is due Monday at the start of class. The poster board is finished, but Grace still has the data table in her folder. She also needs to return a library book before the final bell. Her group chat has asked whether anything must happen before everyone leaves. Grace quickly sends a message, then starts packing without checking what the group needs.

Rewrite the message so the group knows what is unfinished and what happens next.

I still have part of it. I can do it later.

Think about it: Why does naming the unfinished part make a group message easier to act on?