



Unfinished Seedling Tray

COMMUNICATION · FIX THE MESSAGE

Ivan is rinsing muddy hand tools beside the compost bins at the school garden work day. The group has finished spreading mulch around the strawberry bed and stacked extra bags by the shed. The garden coordinator asked for one message about anything that should not be packed away. Ivan sends a quick note, then keeps coiling the hose near the rain barrel. The note says a tray still needs attention, but not which tray or where it is. The coordinator cannot tell what should stay out after the tables are cleared.

Rewrite Ivan's message so the garden coordinator gets the missing information.

That tray still needs attention, so please do not put it away yet.

Think about it: What makes a work-day message easy for someone else to act on?
