



## **The ECHO™ – Your Weekly Presentation Tip**

February 27, 2008

### **To the Boss, Briefly**

Your boss needs an update on your project. What do you do? You could back up the truck and try to dazzle your boss with every little detail. If you've ever seen that happen, you've probably noticed the boss' shoulders sink in dismay as the subordinate launches into his or her update.

Give your boss only the information he or she needs to make the decisions he or she has to make. Before you launch into your update, ask yourself: what does my boss absolutely need to know? What vital details will help my boss use my information productively? Limit your update to those critical pieces of information.

The higher up the management chain you go, the less time the boss has for unnecessary details. Keep your update brief. Your boss will appreciate you more than you know for your conciseness.

**Contact Communispond**  
marketing@communispond.com  
800 529 5925  
www.communispond.com