

WHAT IS ASYNCHRONOUS COMMUNICATION AND WHY DOES IT MATTER?

Asynchronous communication is simply the act of communicating without expecting an immediate response in real time. It can take place in the form of written text, voice recording, or video message.

Asynchronous communication is not new, in fact, traditional mail or telegrams were a form of asynch communication. Recently we have been seeing a shift to this form of communication in the work place, especially amongst remote teams. This style of communicating works better for teams distributed across timezones and helps fight meeting fatigue.

BEST ASYNC TOOLS

SLACK

Slack is a chat platform for day to day messaging. It stores all content in a searchable log of written information.

VOODLE

Voodle is a short video messaging tool for day to day comms. It preserves the content of messages as well as the context and emotion behind them.

TRELLO

Trello is a project management tool for organizing projects across multiple team members. It creates a central location for all information.

ADVANTAGES OF ASYNCH



Flexibility

Allows a response on ones own time freeing up space for deep work and removing time zone barriers.



Documentation

Provides a written, or recorded, searchable log of all communication to be referenced later.



Honesty

Promotes honest, thoughtful answers without the rush or pressure of a real time conversation.

A teal circular infographic with a white arc on the right side, containing the text '15%' in white.

15%

Did you know?

Organizations spend an average of 15% of their time in meetings.