Trevor’s Preferred Communication Methods:

1. I like texting! If it’s an update or you need a yes/no send me a text – 502-545-8417
2. If it’s urgent, call my cell.
3. Emails should be short. If it is a contentious issue or takes more than a couple of paragraphs, it is too complex for email. Call me, schedule a meeting, or turn it into a memo.
4. If it’s a memo or a proposal --- I’m going to want to know:
	1. What are the primary objectives we’re trying to accomplish?
	2. How will we know if we’ve met them?
	3. The first step in any proposal is to define the objective.
5. One topic per email. If you’ve got a diverse list, break it up and send multiple emails, or schedule a meeting with me via Anne.
6. Make it clear what decision you’re asking for and when you need it by.
7. If you’ve already made a decision and are just letting me know, that’s fine. Just tell me it’s FYI.
8. If your email does not require a response, I won’t send you one (and you don’t need to send me one for my emails either).
9. I’m not a fan of the salutation/greeting “Hey.” Address emails to Trevor, or don’t bother with my name – I know who it’s for!
10. I try not to send you emails afterhours. BUT If I do, don’t feel obligated to respond until you are back in the office. If I need an answer fast, I’ll let you know (and it won’t be via email).