Decision Support Tree: When to Email or Meet?

Is this a status update?

- **Yes**
  - **Does it require more than 2 people?**
    - **Yes** → Stand-up meeting
    - **No** → Send an email

- **No**
  - **Is it for disseminating information?**
    - **Yes** → Hold an informative meeting; may include sending preambles and prep materials to invitees
    - **No** → **Can it be explained in less than 15 minutes?**
      - **Yes** → Email
      - **No** → Hold an informative meeting; may include sending preambles and prep materails to invitees
  - **Is it for decision-making purposes?**
    - **Yes** → **Are all parties already informed on the decision?**
      - **Yes** → Send an email/poll
      - **No** → Hold an informative meeting; may include sending preambles and prep materails to invitees
    - **No** → **Is it to solve a problem?**
      - **Yes** → Set up a meeting
      - **No** → **Is it a social meeting?**
        - **Yes** → If large enough, set up an in-person celebration or fun activity
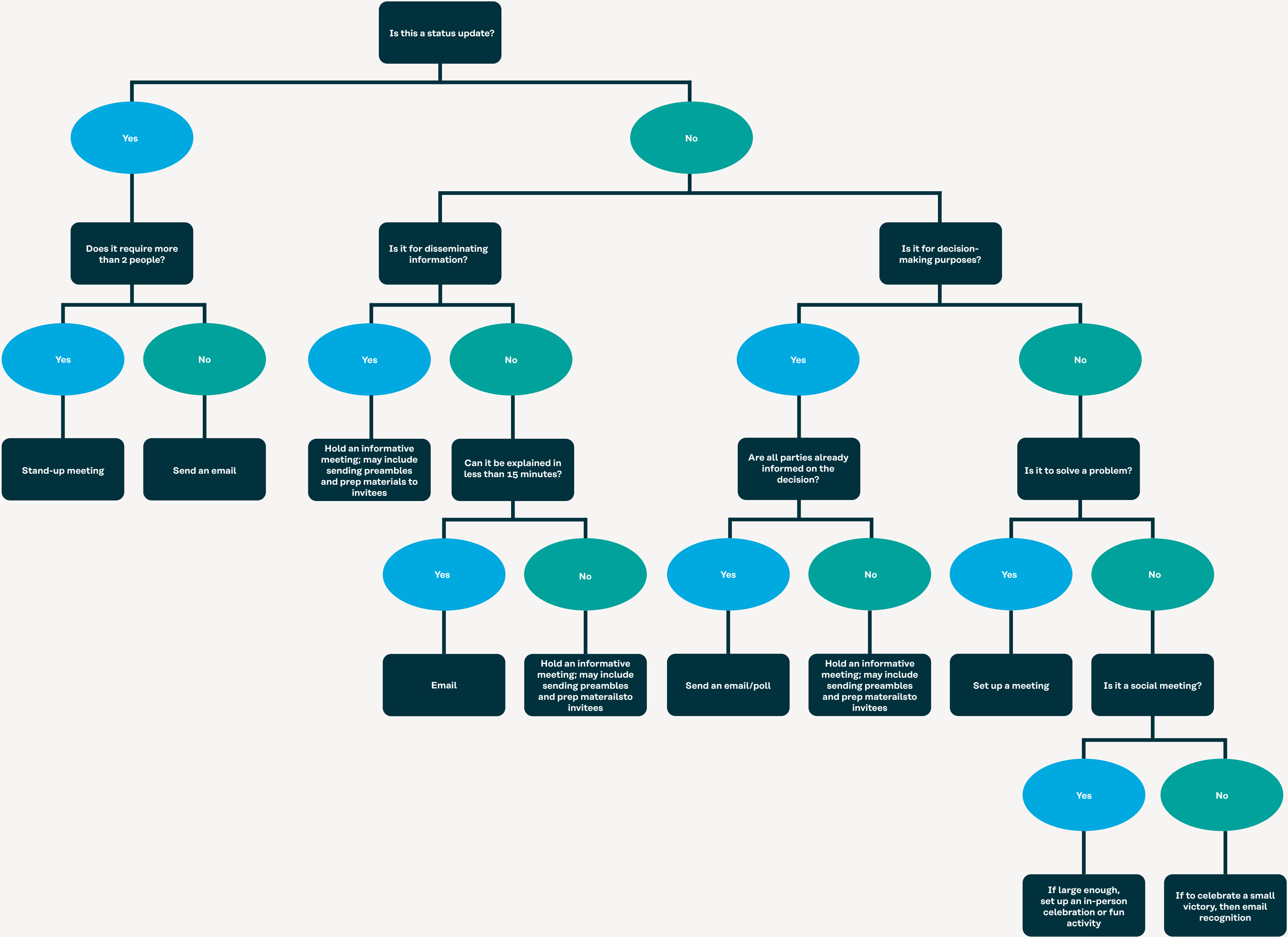   - **No** → If to celebrate a small victory, then email recognition

This resource is part of the Administrative Support Toolkit, developed by a dedicated working group. For more information, please refer to the full toolkit or contact CHIMA at general@echima.ca.

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