

3x3 tips

Have a popular and personal opening, with good use of metaphors and a clear focus on what you want to say the listener / reader. Include details and nuances later, and be aware of why you make reservations.

Concentrate on one tip at time (on duty, or through a week etc.).

1. Have a clear message

- a. Focus on the most important first
- b. Remember to say what you are certain about
- c. Feel free to be personal

2. Say it in several ways

- a. Use numbers, words and pictures
- b. Show several scenarios / alternatives
- c. Tie the uncertainty to something concrete

3. Follow-up the forecast

- a. Say when they can get more certain information
- b. How far ahead in time is the event?
- c. Be aware of the reservations you make