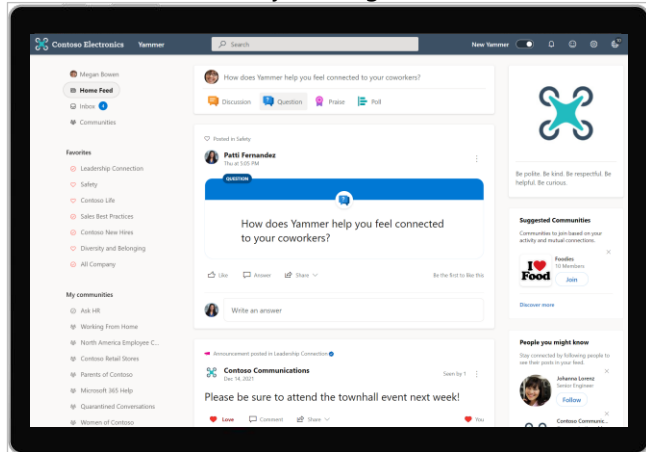


What do I post on Yammer?

GETTING STARTED

1. **Ask a question:** Try to get answers everyone needs to move their work forward.
2. **This might be helpful:** Add a file to the conversation (can be done in any message).



DISCUSS YOUR INTERESTS

3. **Share your experiences:** Capture the highlights of your last business trip, conference and share on Yammer.
4. **Volunteer/assign:** Volunteer to help or assign people to tasks to move work forward. Or tag someone who can help.
5. **Set/suggest deadlines:** Even if there isn't a hard deadline.
6. **Post meeting highlights:** If you need additional help on action items you can share what you've learned and tag a few people to help move the conversation forward.
7. **Expose blockers:** These might come up later. Don't be afraid to reopen the conversation when they arise.
8. **Connect the dots:** If the conversation brings up a problem that has been solved previously, include the link to the prior conversation.
9. **Suggesting a backup plan/more feasible plan:** Someone has to do it.
10. **Follow up:** Check in on your coworkers' progress.
11. **Breakdown/summary:** Summarize for the thread starter what he or she said/requested (So you're saying... is that right, John?) to make sure everyone is on the same page.
12. **Make a decision:** If you have jurisdiction. When there are many possibilities or a this-or-that question, decide. Ask if anyone has good reason to object (concerns), and leave the question open long enough for any concerns to trickle in.

ADD TO THE CONVERSATION

13. **Explanation:** An explanation of or a question about a project, problem, event, change, etc. Also, what you're looking to get from your coworkers—answers, ideas, help, feedback, volunteers, tips, etc.
14. **Confirmation (by the thread starter):** "Yes, that's exactly right." "No, what I meant was..."
15. **Acknowledgement:** Recognizing whomever has brought the project or improvement, etc. thus far if it's not a brand new project or concept.
16. **Add other important people:** Once the goal has been outlined and confirmed, it might make sense to cc: other stakeholders who would be more useful from this point on. Then they can easily catch up on the conversation before it's 55 messages deep.
17. **You forgot this!:** Chime in with relevant points that were accidentally overlooked or that are integral to the goal specified in a post.
18. **Get everyone back on topic:** Just in case some people get carried away with "what we forgot" or any other tangent. Use this post type to bring focus back to the conversation.
19. **Chiming in:** Or stepping on the thread starter's toes, expounding/confirming on their behalf. "Yeah, but I think she's also saying/implying..."
20. **Reaffirm/amplify:** "I really like what Jeff said about X. Can we/let's add that to..."

SUMMING UP

21. **Stand-up:** You check in about your own progress (or lack thereof).
22. **Retro:** How did everyone do? Overall? First try? Second try? How can the team improve?
23. **Give feedback:** When someone posts part of their work, help them make it better.
24. **Metrics talk:** Ask the community, "How will we know/measure if we're/it is successful?" Or just suggest metrics.
25. **Measure success:** Or failure. How did it go?

