

# Digicharter

## Make clear arrangements about digital communication in your organisation



### Communication channels

Which channels do we use for which messages?

### Handling messages

How should we handle messages? What questions should we group together? How do we limit the number of e-mails?



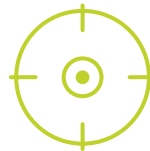
### Response time

When do we expect a reply to messages?



### Focus during working hours

How do we focus and minimise distractions when working?



### Breaks

How do we actively focus on ensuring (micro)breaks?



### Communication outside working hours

How do we actively focus on disconnecting outside working hours? What arrangements do we make regarding e-mails or other digital communication outside working hours?



### Leave and part-time work

How do we respect our colleagues' leave days and other days off?

