MY COMMUNICATION BUILDER

Who is my audience?	Who can help me?
Who do I want my message to reach?	What resources do I need?
Is there a specific group/person in the audience whose attention I want?	Where will I find this information?
Why do I want to communicate to this audience?	Who can help me?
What is my purpose for communicating with them?	What resources do I need?
What do I want to achieve from the communication?	Where will I find this information?
What action/reaction do I want them to take/make?	
What are the priorities and interests of my audience?	Who can help me?
What do they want?	What resources do I need?
What is their perspective?	Where will I find this information?
What do they already know or believe?	
What are the barriers and facilitators of them taking the action I want?	
Why might they want to listen to me?	Who can help me?
What is the benefit to them from listening to me?	What resources do I need?
How does the action I want them to take benefit them?	Where will I find this information?
What is my message to this audience?	Who can help me?
Is there more than one message? If so, what are they?	What resources do I need?
	Where will I find this information?
How will my message reach this audience?	Who can help me?
What is the most effective way to communicate to this audience?	What resources do I need?
What is the best approach to use?	Where will I find this information?