

When to Use Asynchronous vs. Synchronous Communication in Remote Teams

Asynchronous

(email, message boards, dashboards, etc.)



- Company or team announcements
- High-level planning discussions
- One-directional feedback
- To create documentation

Synchronous

(video conferencing, chat, audio calls, etc.)



- Collaborative meetings
- Brainstorm sessions
- Performance reviews
- 1:1 check-in meetings
- Team building activities or other socializing

Async Communication Tips

Ying-Ying Zheng



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