rader co.

Reclaim Your Workday

Proven Systems to Boost Team Output Without Burnout


I’VE BEEN SO BUSY TODAY
TYING AND UNTYING THESE
BOOTS

busyness

or

business

Our Itinerary

- Communication
- Meetings
- Modeling & Culture

Communication - Simplified

TO = action required

CC = for info

NRN – No response needed

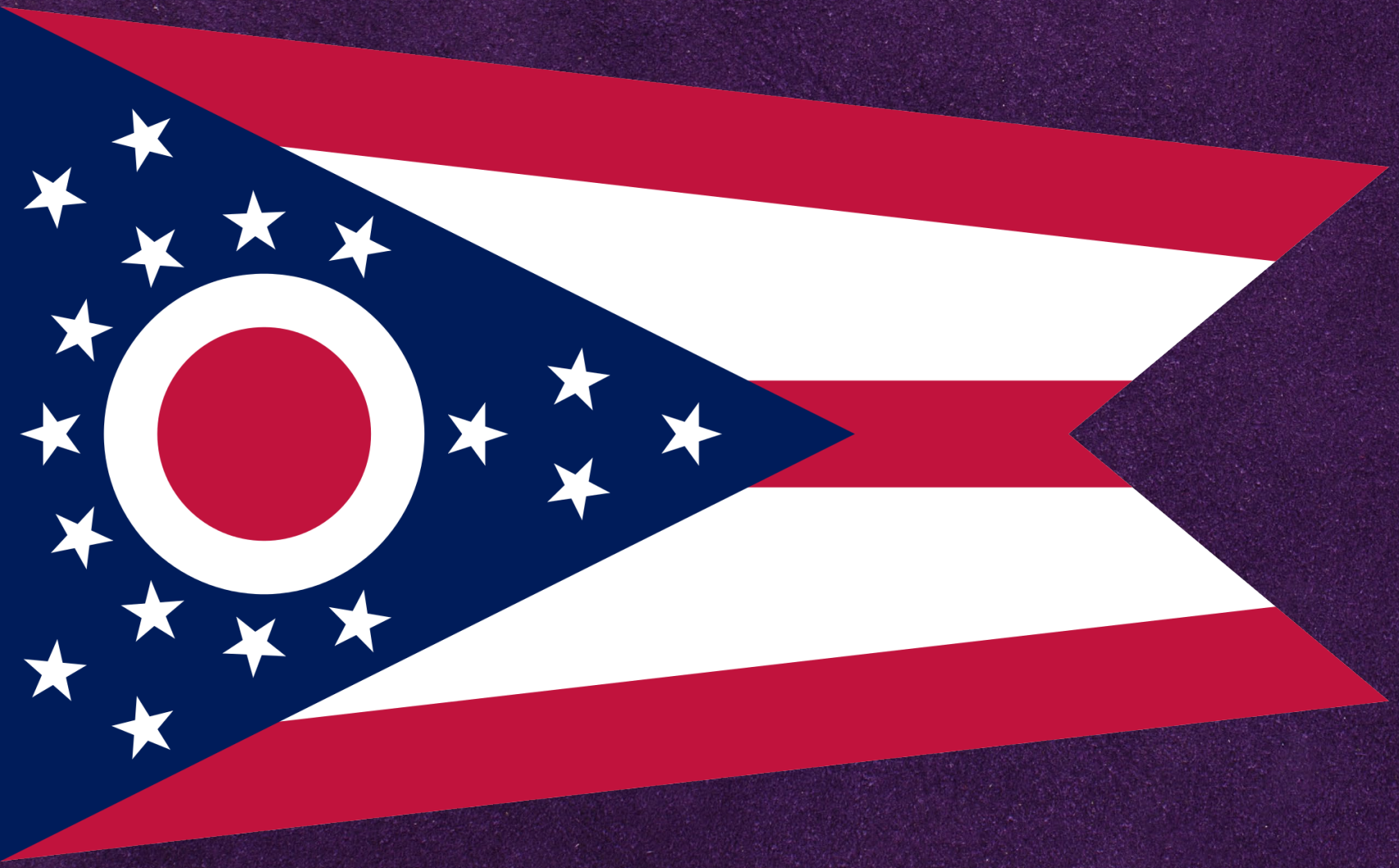
MATRIX LEGEND

T=Send in the TO line
C=Copied for information only
N=Not required

	CEO	COO	IT	HR
Issue	1	2	3	4
Opportunity > $1m	T	C	N	N
Key vendor or Client complaint	T	T	N	N
Immediate health concern	N	T	N	T
Cyber security incident	C	C	T	N
Recognition	N	T	N	T
Status Updates	N	T	N	N

Channel	Type
In-Person	Collaborative or decision-making meetings
Email	Digital trail needed or communication with a vendor or client.
Phone	If email thread is more than 3-4 responses. Response to missed call or voicemail. Client preference.
Video Meeting	Meetings where sharing screens is **necessary.** Meetings with three or more people. Client preference
Chat Tool	Short messages Group announcements Casual banter (limit, please!)
Project Tool	Task assignments and status updates.

Communication Type	Channel	Purpose	Response Time	Participants
Project Updates	Project management System (PMS)	Status updates and tracking	Update daily	Project Team
Action or Task requests	PMS Email	Assign tasks or requests for info	Per due date (if email, put into subject line)	Project Team
Quick Questions	Chat Tool	Queries that aren't tasks or don't need to be searchable	1-2 hours (no response expected immediately)	Relevant Teams
Formal Announcements	Email	Company-wide	N/A	All Employees
Meeting	Video or Phone Conferencing	Discussion REQUIRES synchronous communication	Scheduled more than 24 hours in advance	Invited required members (Do not invite optional team members)
Document Sharing	Shared Drive	Collaborative document work	N/A	Relevant Teams
Video Screen Capture	Loom	Feedback on digital or visual content	Per task request	Project Team, Vendors, Clients



Only

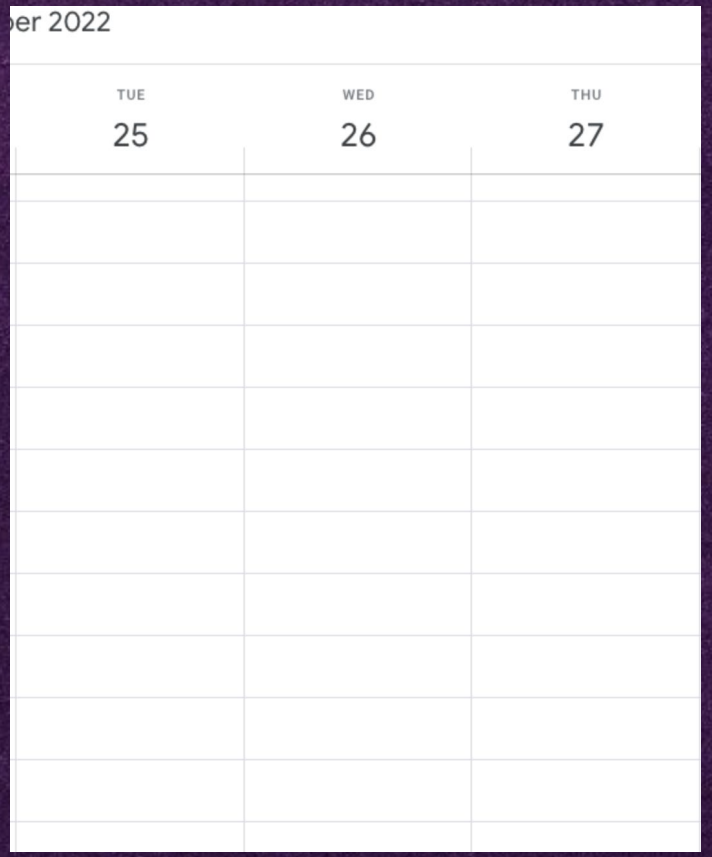
Handle

It

Once

Should This Be a Meeting?

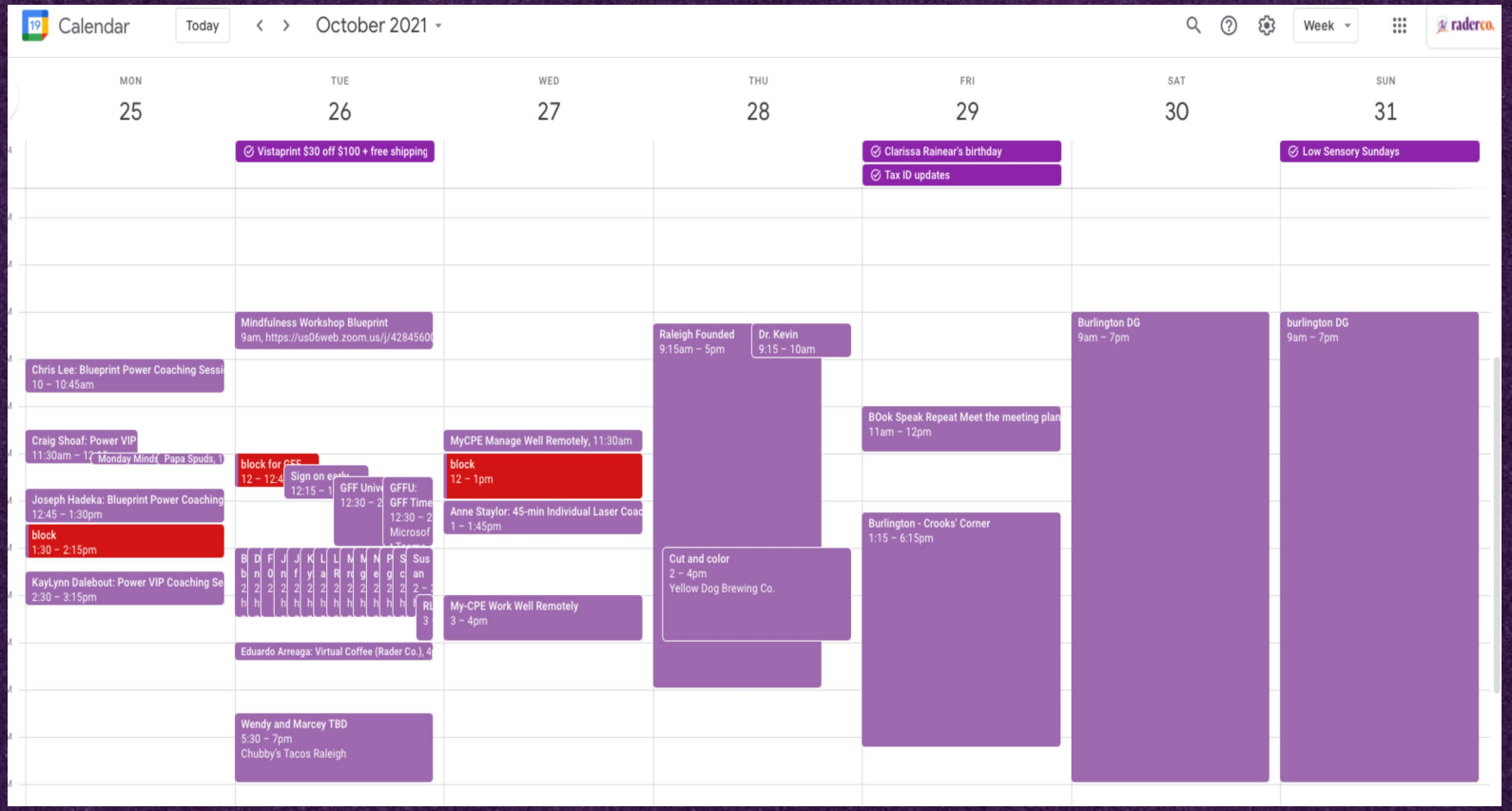
Does it need real-time discussion?	YES →	Synchronous
Can it wait or be documented?	Yes →	Asynchronous
Does it require multiple opinions?	MAYBE →	Try async first, escalate if needed.



10:00-12:00pm

2:00-3:00pm

Meeting budgets



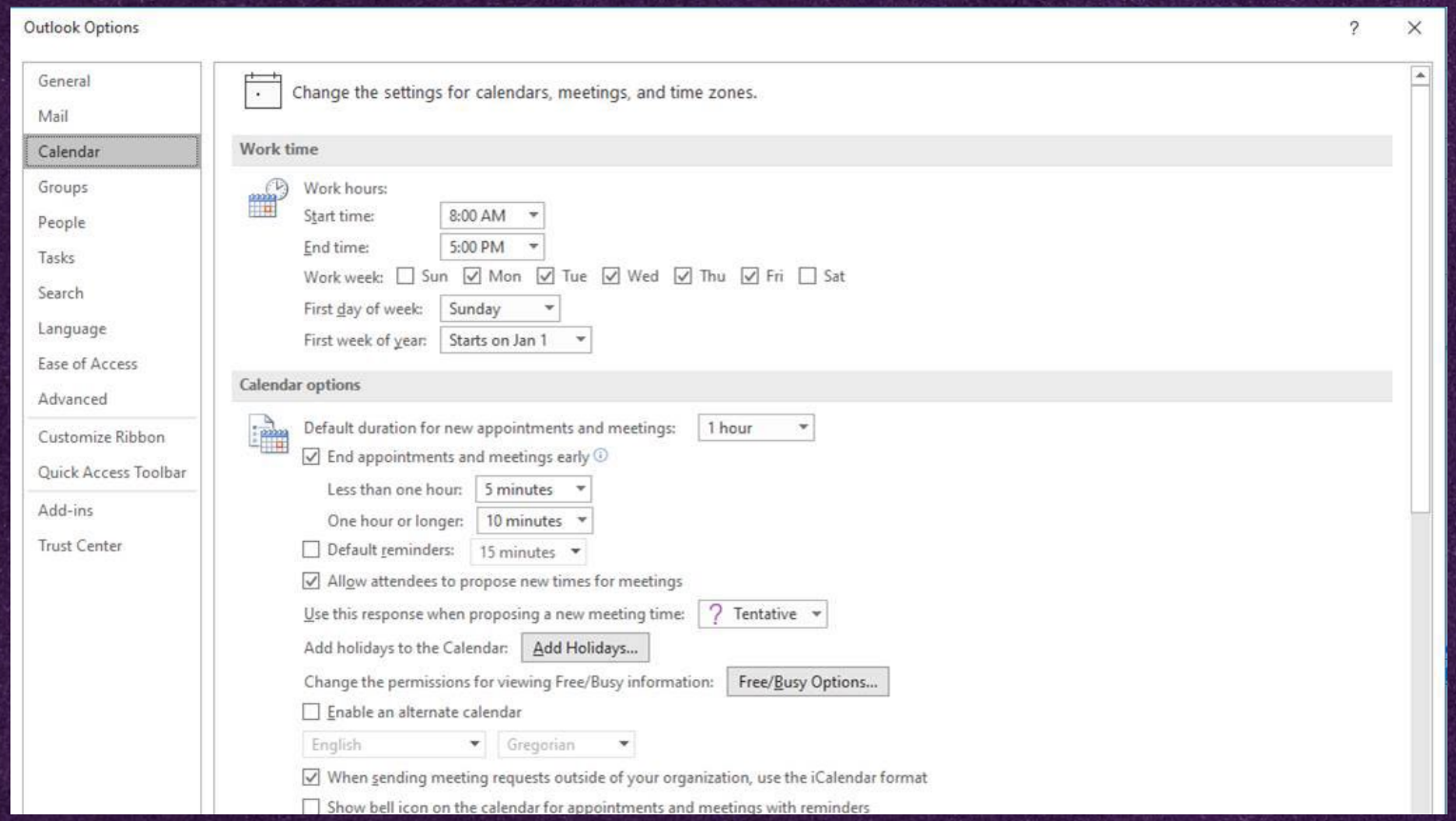

loom
Snagit®
vimeo

ROI of Async Tools

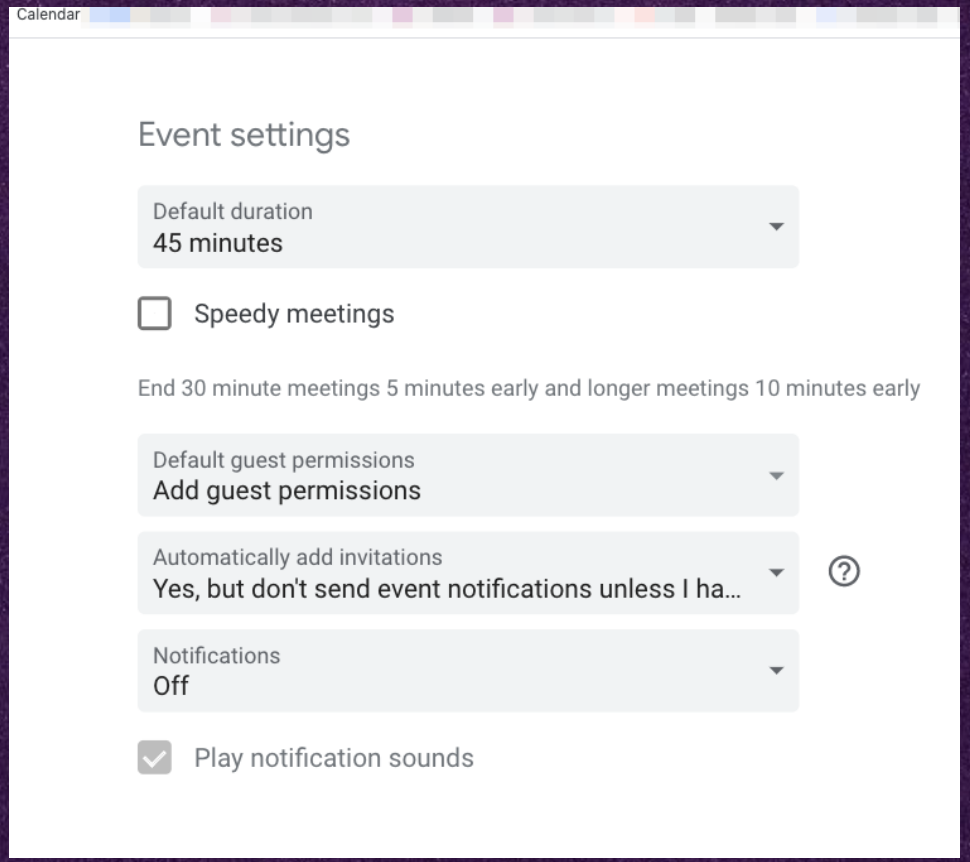
Replace one 30-min weekly meeting with 5-min async video = 26 hours per person/year

$75/hr = $1950 per person/year!

Outlook



Gmail




design
days

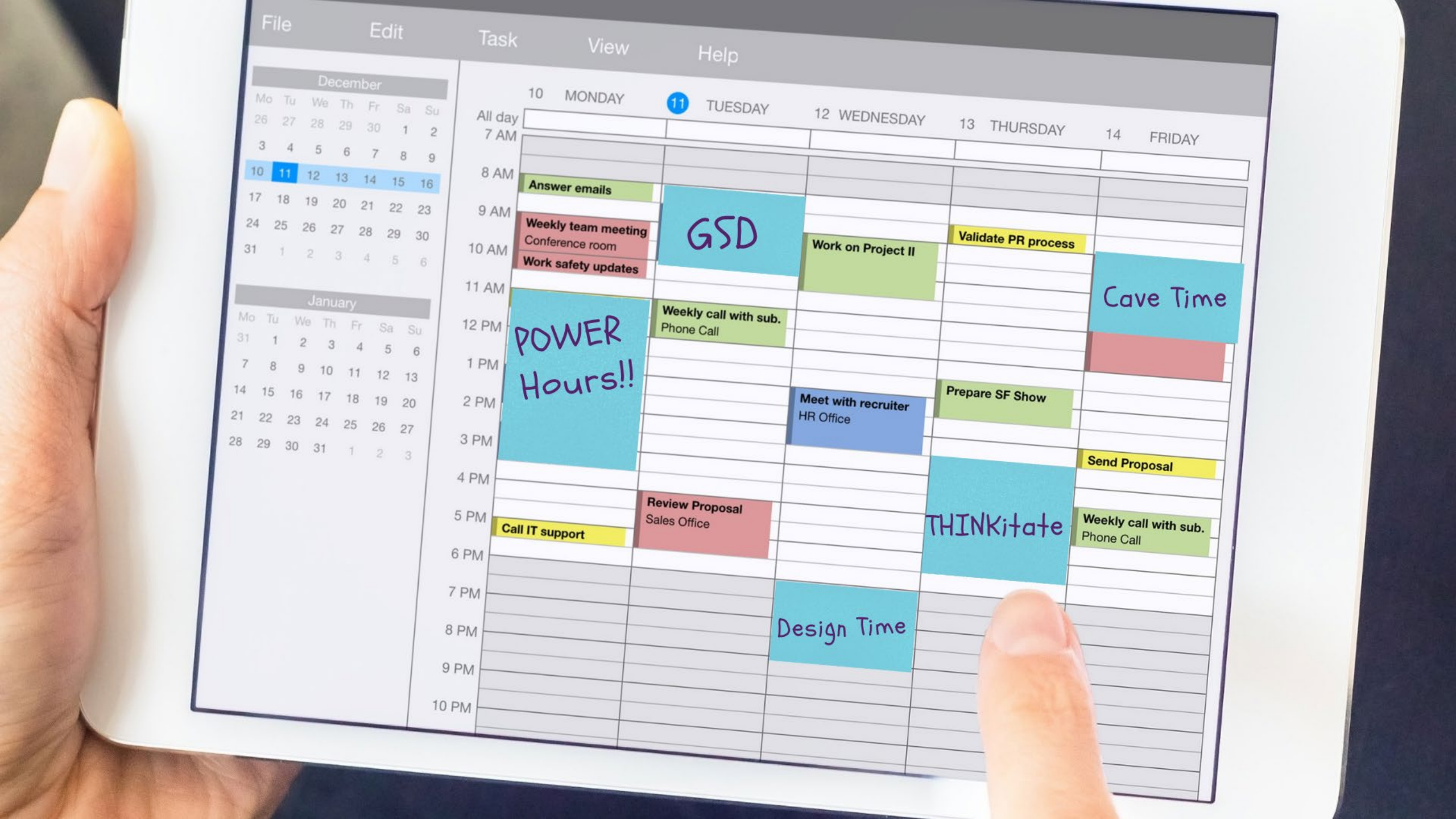

blueprint™
MEDICINES


Abdo

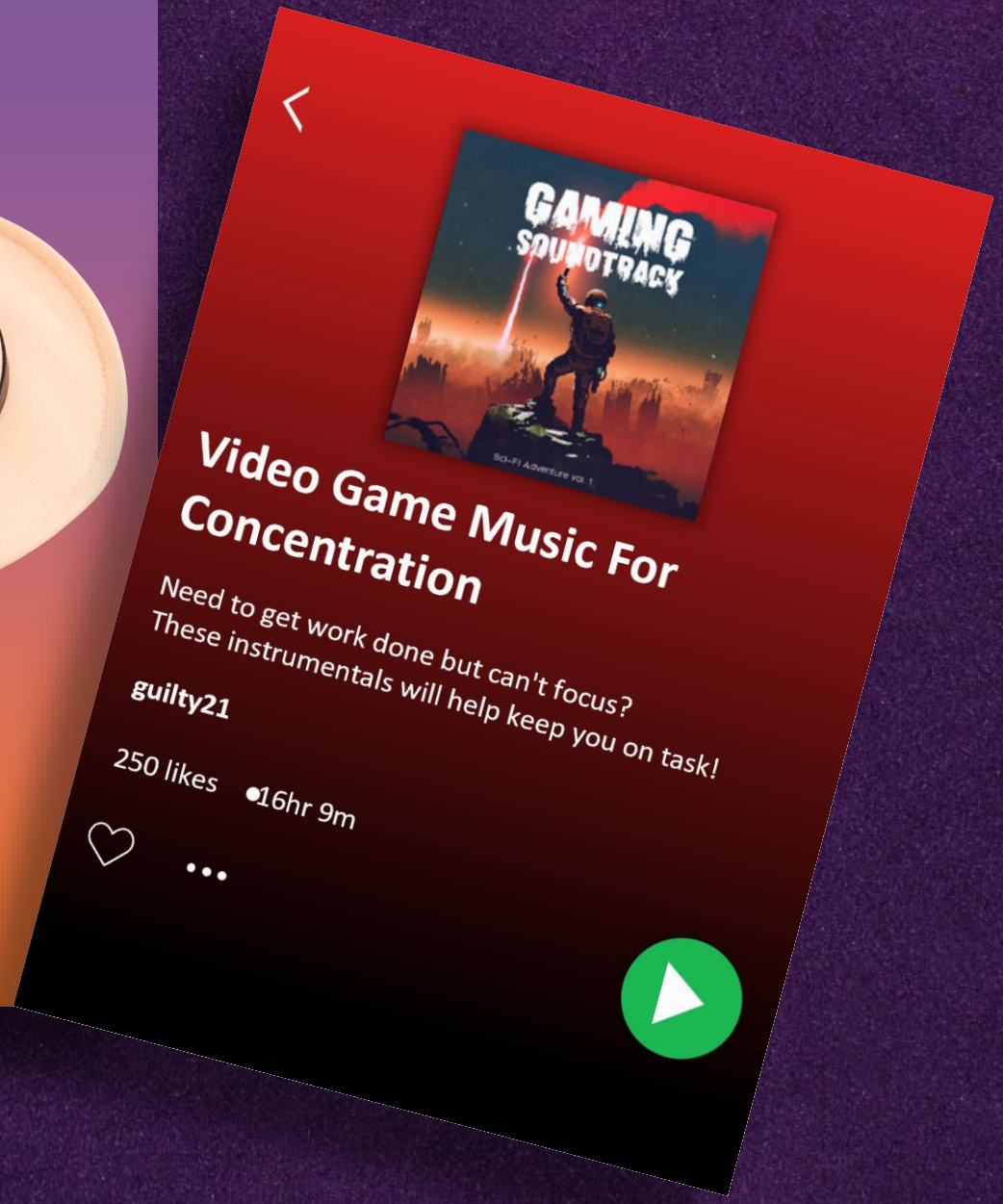
DEEP FOCUS

Design Days allow us a day to reflect, think, plan, and execute without feeling bound by emails and meetings.

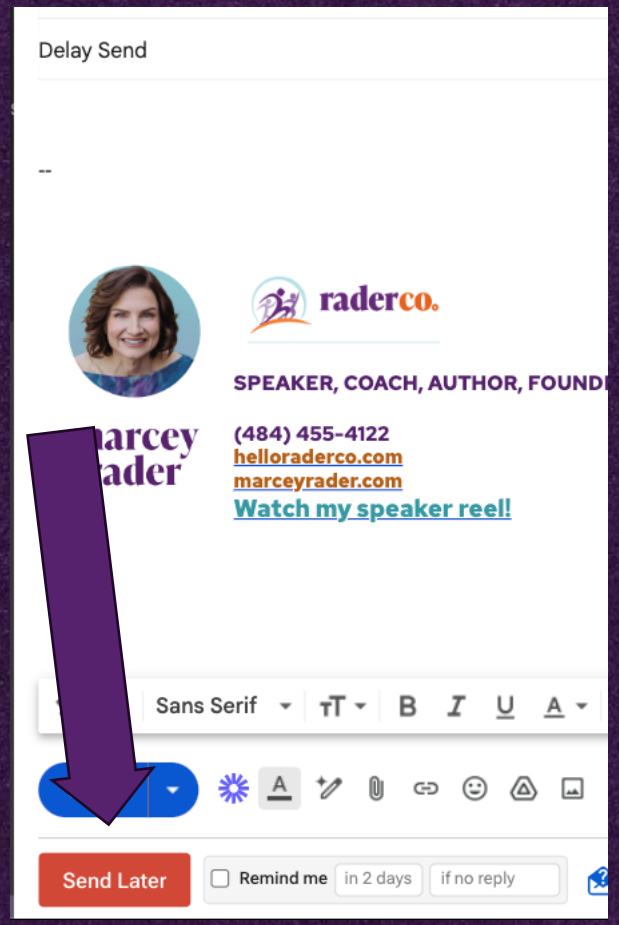
– Jen Shevlin, VP of Human Resources

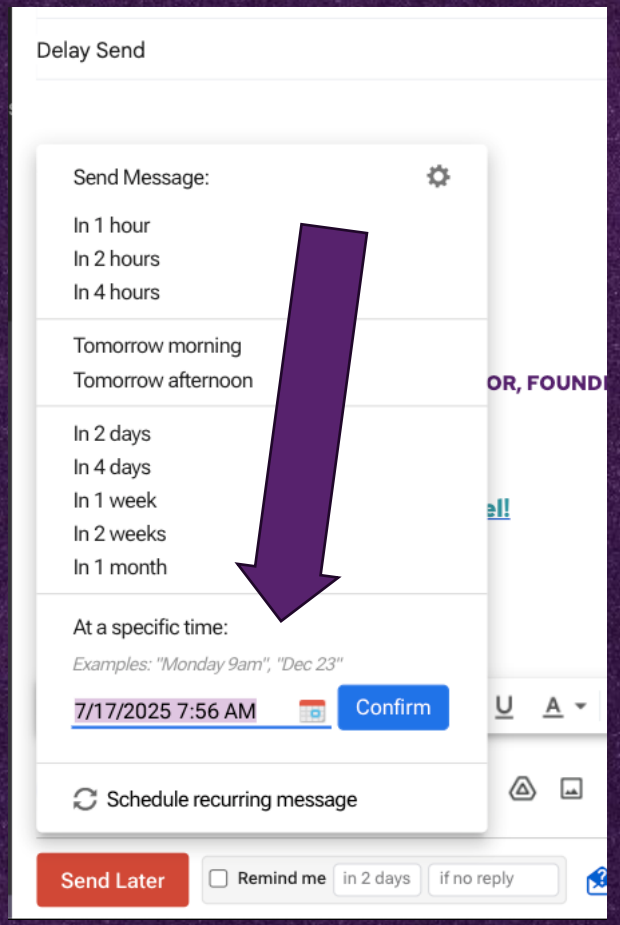

File
Edit
Task
View
Help
December
January
10 MONDAY
11 TUESDAY
12 WEDNESDAY
13 THURSDAY
14 FRIDAY
All day
7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
3 PM
4 PM
5 PM
6 PM
7 PM
8 PM
9 PM
10 PM
Answer emails
Weekly team meeting
Conference room
Work safety updates
POWER Hours!!
Call IT support
GSD
Weekly call with sub.
Phone Call
Review Proposal
Sales Office
Work on Project II
Meet with recruiter
HR Office
Design Time
Validate PR process
Prepare SF Show
THINKitate
Cave Time
Send Proposal
Weekly call with sub.
Phone Call

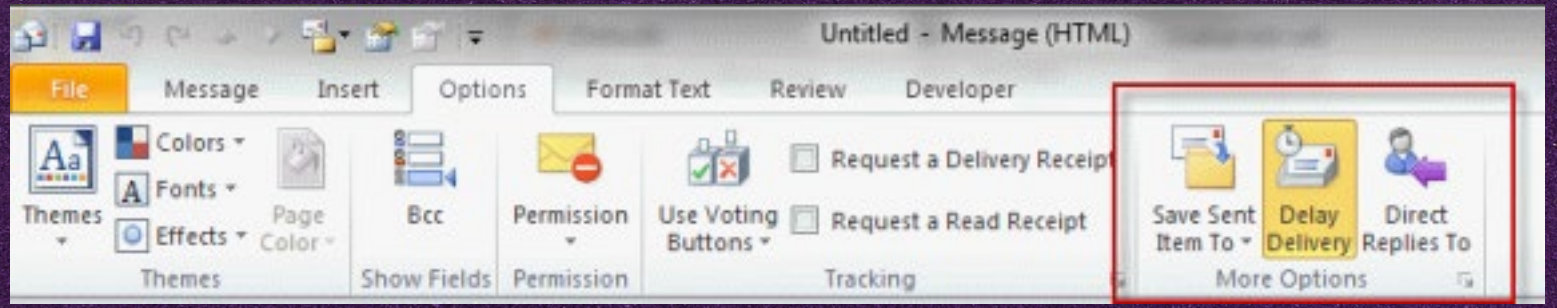

Do not disturb.
I'm in focus mode.
Work Well
Play More!
WorkWellPlayMore.com

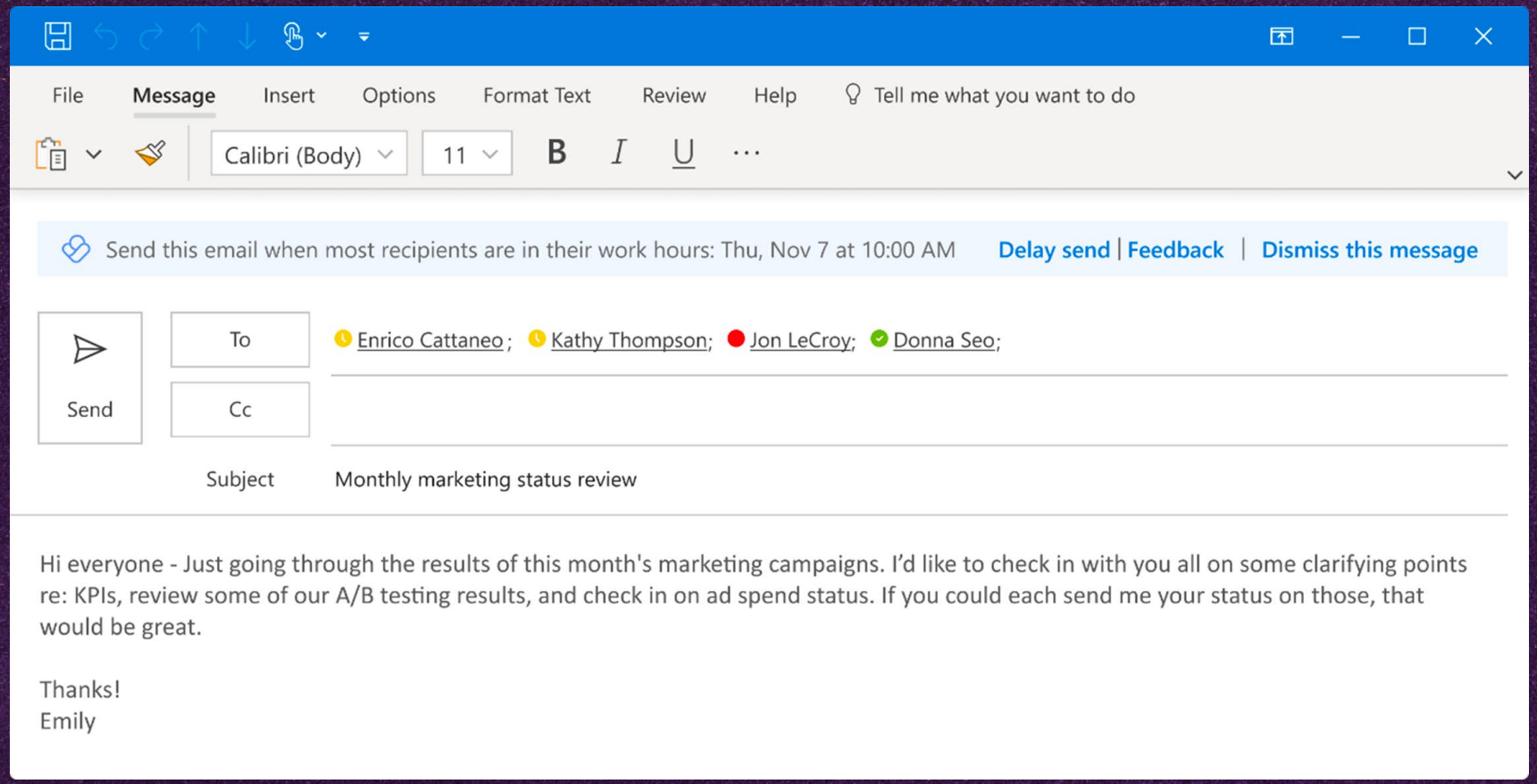

GAMING
SOUNDTRACK
Sci-Fi Adventure vol. 1
Video Game Music For Concentration
Need to get work done but can't focus? These instrumentals will help keep you on task!
guilty21
250 likes
16hr 9m

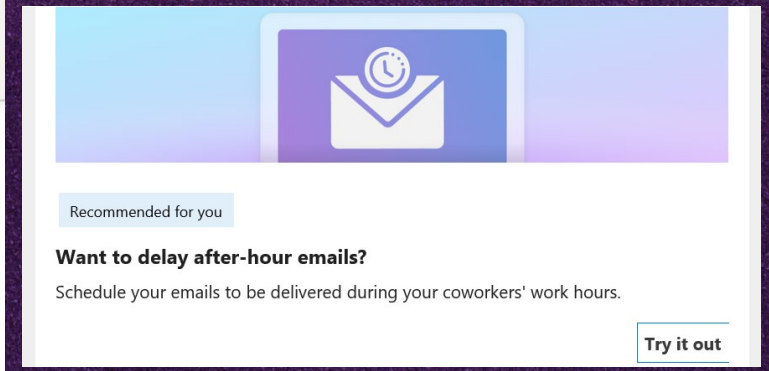
Delay Send


Delay Send
--
raderco.
SPEAKER, COACH, AUTHOR, FOUNDI
(484) 455-4122
helloraderco.com
marceyrader.com
Watch my speaker reel!
Sans Serif
Send Later
Remind me
in 2 days
if no reply


Delay Send
Send Message:
In 1 hour
In 2 hours
In 4 hours
Tomorrow morning
Tomorrow afternoon
In 2 days
In 4 days
In 1 week
In 2 weeks
In 1 month
At a specific time:
Examples: "Monday 9am", "Dec 23"
7/17/2025 7:56 AM
Confirm
Schedule recurring message
Send Later
Remind me
in 2 days
if no reply


Untitled - Message (HTML)
File
Message
Insert
Options
Format Text
Review
Developer
Themes
Colors
Fonts
Effects
Page Color
Bcc
Permission
Use Voting Buttons
Request a Delivery Receipt
Request a Read Receipt
Save Sent Item To
Delay Delivery
Direct Replies To
Themes
Show Fields
Permission
Tracking
More Options


File
Message
Insert
Options
Format Text
Review
Help
Tell me what you want to do
Calibri (Body)
11
Send this email when most recipients are in their work hours: Thu, Nov 7 at 10:00 AM
Delay send | Feedback | Dismiss this message
Send
To
Enrico Cattaneo; Kathy Thompson; Jon LeCroy; Donna Seo;
Cc
Subject
Monthly marketing status review
Hi everyone - Just going through the results of this month's marketing campaigns. I'd like to check in with you all on some clarifying points re: KPIs, review some of our A/B testing results, and check in on ad spend status. If you could each send me your status on those, that would be great.
Thanks!
Emily


Recommended for you
Want to delay after-hour emails?
Schedule your emails to be delivered during your coworkers' work hours.
Try it out

No meetings one day pre and post-vacation!

Out of Office Heads Up

New Message

From Marcey Rader <marcey@helloraderco.com>

To

Subject

--

Upcoming OOO: July 25-30

raderco.

SPEAKER, COACH, AUTHOR, FOUNDER

marcey rader

(484) 455-4122
helloraderco.com
marceyrader.com
Watch my speaker reel!


DO NOT EAT
Nutrition Facts
Serving Size 1 bag (48g)
Servings Per Container 1
Amount Per Serving
Calories 140 Calories from
Total Fat 1.5g
Saturated
Trans
Fat 0g
Fat 0g
Fat 15
Daily Value*
Cholesterol 45mg
2%
Sodium 720mg
0%
Total Carbohydrate 14g
15%
Dietary Fiber 0g
Sugars 12g
30%
Protein 17g
5%
Vitamin A 0%
Calcium 0%
*Percent Daily
calorie diet
BRANDLESS
people first, which means
and values stick together. Bet
stuff, fewer dollars, no
Join us at brandless

RaderCo Recap

Comms Matrix	Shorten Meetings	Delay Send
OHIO	Design Days	Pre/Post Vacay
Meeting Budgets	Name & Claim	OOO Heads Up
Async video	Focus Totem	Screen-Free Lunch

Which of these will save you the most time next week?

https://radergoodies.com/reclaimasheville