



International Forestry Students' Association e.V.

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“To improve communication”

-Try to be the other-

General

1. Inform each other **clearly and precise**; also if you didn't do anything
2. Stimulate each other, **compliments** make you feel better
3. Try to estimate the value of your work (in terms of **input versus output**)
4. Try to visit some of the **IFSA meetings in your area**
5. Put the **EU logo** on documentation
6. **Chat** (msn- messenger, Skype), set an agenda and sent it around a week before
7. **Report of your chat** to others (main outcomes)
8. If you want to stop, **say it, instead of being silent**
9. Do it your way
10. Don't hesitate to **ask questions** to others
11. Communicate **success stories** to everybody!
12. Be flexible, **it never goes the way you wanted it to go**
13. Be **reliable**
14. Consider the **website and ifsa news** for spreading information
15. Some costs can be refunded, ask the treasurer before you make the **costs** and save the bill

Goals

16. Be **realistic**
17. Don't be **over ambitious**
18. How; be specific; set a **goal** to reach or **direction** to go
19. Set a **timeframe**
20. **Be honest** to yourself and others in terms of reaching them

E-mails

21. Your mail is **one of the 50**
22. Subscribe for **mailing lists** (IFSA-world, IFSA-officials, IFSA- seven, IFSA- commissions)
23. **Answer your emails**
24. Inform the others if you are **not able to answer or work**
25. Write **short** mails
26. Look on **whom you are replying**
27. **Avoid to much abbreviations**, try to imagine what the reader reads
28. **CC** to whom it may concern, also dialogues may be valuable for others
29. Avoid that anybody is **not informed**
30. Write a **clear header** (title)
31. In mailing lists mails: start your mail with mentioning the **target group**
32. **Be patience**, you are working multicultural. (some are to polite to say that they didn't understand)

Reporting

33. **Keep track** of what you are doing
34. Report **every 3 months shortly** on what you have done to the head of your commission or the Vice President (the fourth reporting is a summary + things of period 4)
35. **Avoid to much abbreviations**, try to imagine what the reader reads