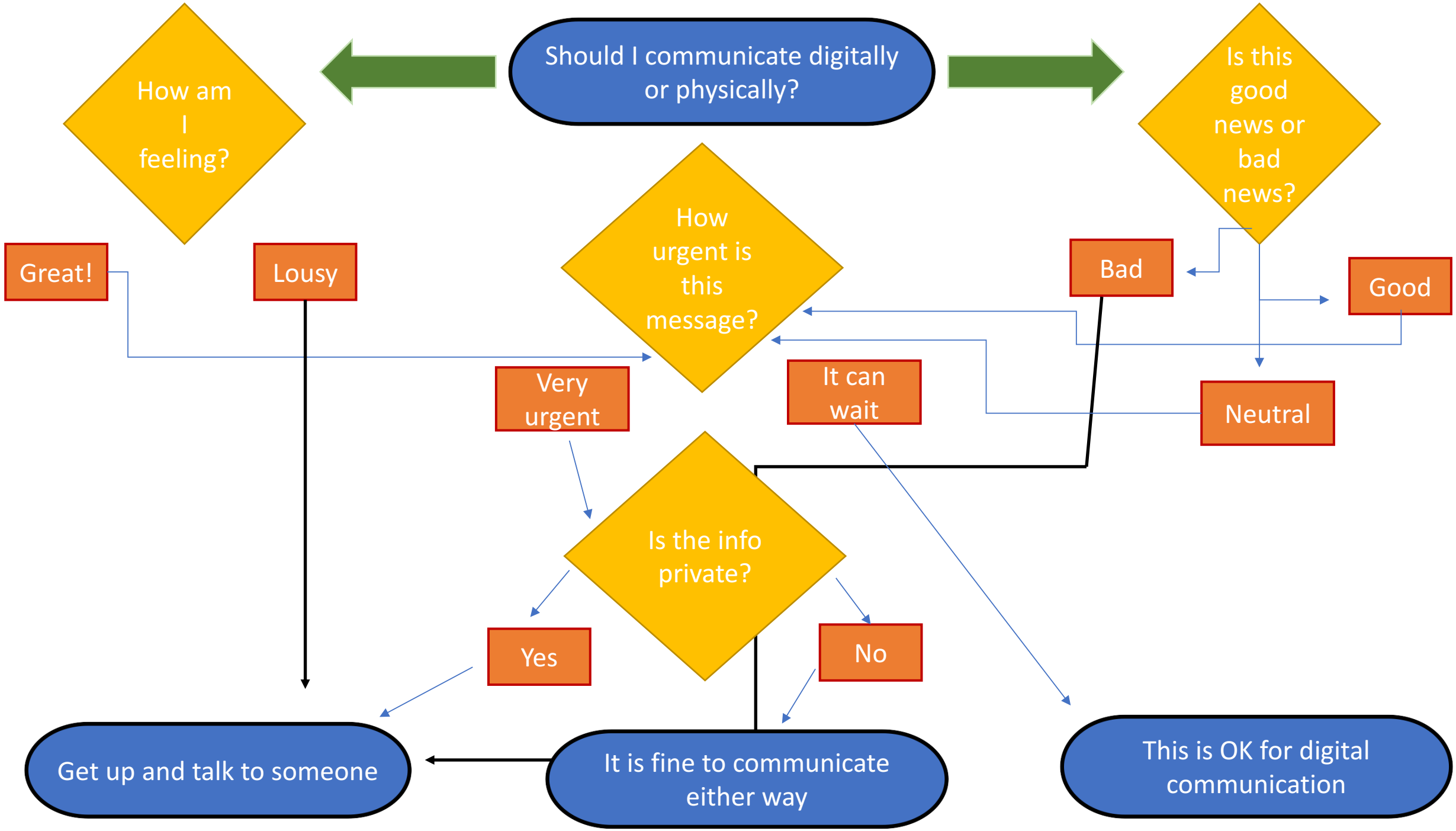
Should I communicate digitally or physically?
How am I feeling?
Is this good news or bad news?
Great!
Lousy
How urgent is this message?
Bad
Good
Neutral
Very urgent
It can wait
Is the info private?
Yes
No
Get up and talk to someone
It is fine to communicate either way
This is OK for digital communication