



## Website Compliance

In order to remain linked to the international website, DKG chapter and state organization webmasters must reassert compliance with Society standards at the beginning of each international biennium. The deadline to submit Form 72 is October 31, 2018.

Forms and basic directions for compliance may be found at <http://www.dkg.org/DKGMember/Forms/Website.aspx>

### Further Information

Additional information about the compliance process may be found under the **Tools** tab on the DKG website. Click on *Tools* and then on *Communication Tools*.

Once you have reviewed the standards checklist and ensured that your website is in compliance, complete Form 72 and email it to Society headquarters at [compliance@dkg.org](mailto:compliance@dkg.org) by the deadline.

Members of the Communications and Marketing Committee will review all first-time websites and provide feedback. Webmasters who are renewing their sites may also request a courtesy review by a member of the C&M Committee.

Once Form 72 is received, personnel at Society headquarters will link your website to the international website and send you a seal of compliance. Post the seal at the bottom of your website!



## Communication overload!

If you are a regular smartphone user, you must have noticed some changes in your daily behavior after you began using the device. Perhaps you find yourself cringing at the dulcet tones of your smartphone's message notifications? Using technology tools such as computers and smartphones and engaging in social media can be very stressful, and you may experience communication overload.

Communication overload occurs when you have multiple, simultaneous modes of interaction going on. It exists when you're flooded with just too many emails, phone calls, texts, instant messages, and social media updates. (news.team.biz) With a demand for immediate communications, expanding social media, and rapidly changing technologies, communication overload is becoming a very real and increasingly common issue.

Of course, although using technology tools can be very stressful, doing so is also very useful. For example, researchers (repository.up.ac.za) have shown that, in project management, email communication assists in building and maintaining project team relationships, even with occasional conflict. Furthermore, in spite of the often disruptive nature of emails and resulting stress, emails contribute to task efficiency and effectiveness. The key is to manage communication well!

Below are several tips to stop communication overload!



## Tips to stop communication overload

- ✓ Check your emails at set intervals throughout the day.
- ✓ Create folders in your inbox to prioritize important information.
- ✓ Turn off social media notifications when you are working.
- ✓ Choose your communication channels wisely.
- ✓ Select the time and place to turn off the smartphone and the computer for a few hours. (<https://www.aib.edu.au>)

