



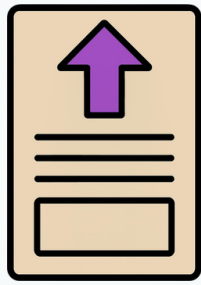
Cognitive Accessibility: 4 Tips for Better Productivity

75%

75% of employees feel more productive when information is clear and accessible.

“Accessibility is not a feature, it's a key to inclusivity and empowerment in the workplace.”

– Unknown



Tip #1: “Bottom Line Up Front”

Lead with the key points at the very top of the email.
Don't bury it



Tip #2: “Invisible Decisions”

Unwritten decisions are invisible. Send a summary to make them real



Tip #3: “Where's that File?”

Skip 'search for it.' Just drop the direct link.



Tip #4: “Too Long, Didn't Read?”

Walls of text lose readers.
Break it up with bold headers, bullet points, and sans-serif fonts.