

6 easy ways to become a better collaborator



ON VIVA ENGAGE

1 Download the Yammer mobile app

Why? Having the app available on-the-go will increase the efficiency of your activity.

2 Get the balance right

Why? The most value comes from quality conversations. For **every 1 post, make 2 replies and 3 likes**. This ratio is the rule of thumb to balance your interactions.

How? Check your SWOOP Key Statistics to see if you're getting the balance right.

Key Statistics					
	POSTS	REPLIES	LIKES	MENTIONS	NOTIFY/CC
From you	116	336	447	243	66
To you	-	270	472	161	35

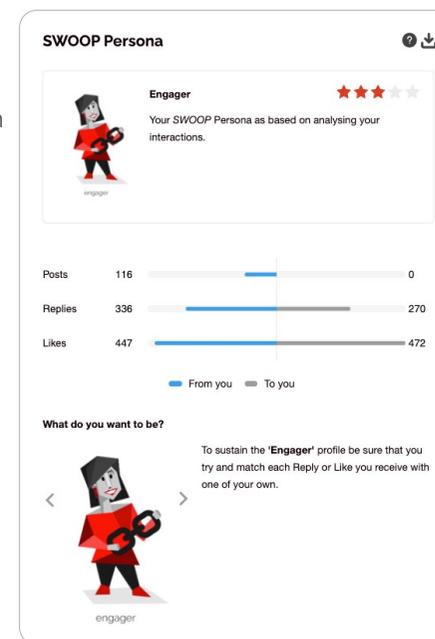
3 Understand your collaboration style

Why? It's important to take into consideration what you have contributed and what has come back.

How? Check your SWOOP Persona today. Aim to be an Engager, Catalyst or Responder.

4 5 minutes a day

Why? Make it a regular habit to contribute to your favourite group. Hit 'like' when you want to recognise something, and it's 3 x more likely you'll get a like back when you post or reply.



Hint: Check your nudge for your own personalised recommendation.



5 @ mention people

Why? A powerful way to draw the person into a conversation and leads to on average **73% more replies**.

How? @ mention people you think are relevant and would benefit from reading or commenting on something you've seen. Check your SWOOP Mention Index. Aim for above 15%.



6 Ask questions

Why? Asking a question is a great way to start a conversation and leads to on average **150% more replies**.

How? Check your SWOOP Curiosity Index. Aim for above 15%.

