EPISODE 270

Templates & Catchphrases: Recycling and Reusing Language In Writing and Conversation

INSTRUCTIONAL LEADERSHIP SHOW

Essential Question

How can I make better, more aligned decisions and make my communication clearer, more consistent, and faster by re-using key phrases?

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Re-Use & Recycling Options

- Catchphrases in conversation
- Templates in writing

Catchphrases

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Catchphrases

- “OK, sounds good!”
- “Thanks for letting me know!”
- “Let me think about that and get back to you.”
- “Can you send me an email with the details?”
- “Let’s talk about that at the next meeting.”
- “Have a great day!”

Why Catchphrases Work

- Predictable behavior builds trust
- Consistent responses convey fairness
- We train people how to get things done with us

Tips for Catchphrases

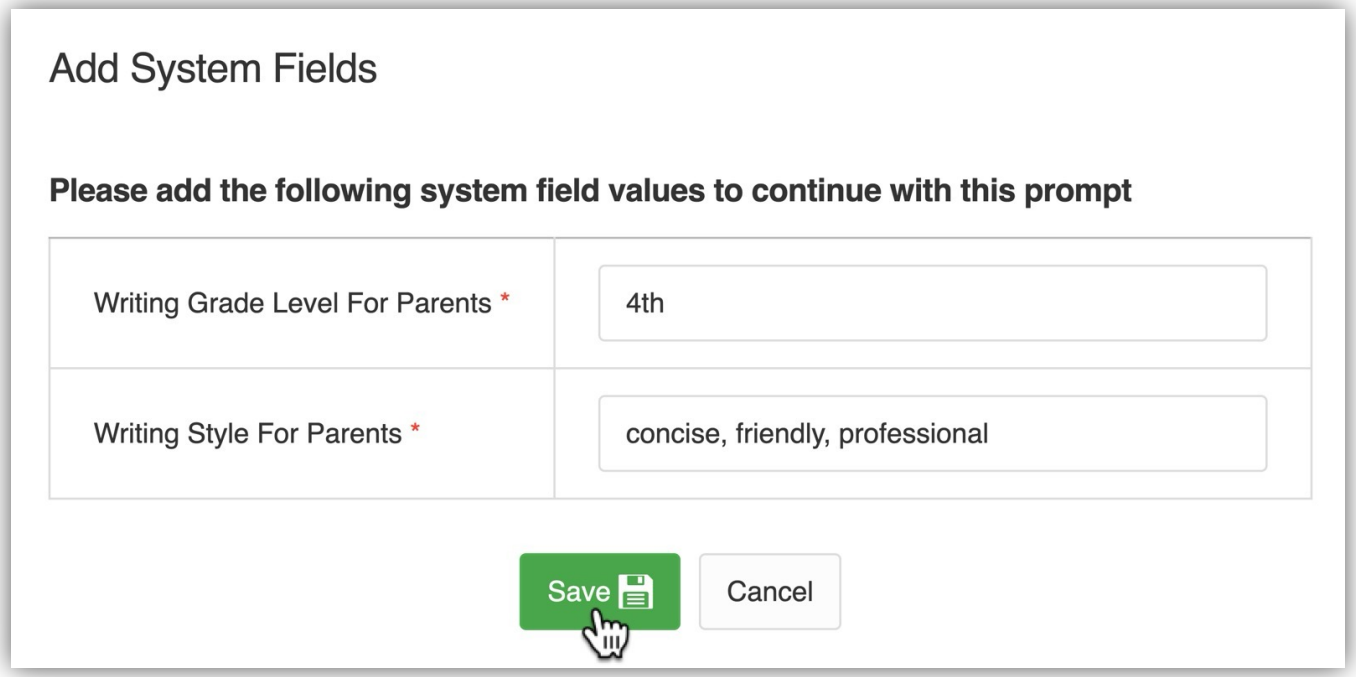
- Notice when you habitually say something that falls short of your best
- Take a moment to think of what to say next time
- Write out ideal wording for yourself
- Practice over time—you won't always get it right

Writing: A.I. vs. Templates

- A.I. can give you greater variety
- Templates are faster
- A.I. can help you generate templates
- Every template needs specific details
- Use Repertoire writing preferences

Repertoire ChatGPT + Fields

dashboard.principalcenter.com/repertoire/chatgpt/



Templates

- Start with something you've already written
- Save as a template
- Revise as needed

Gmail Templates

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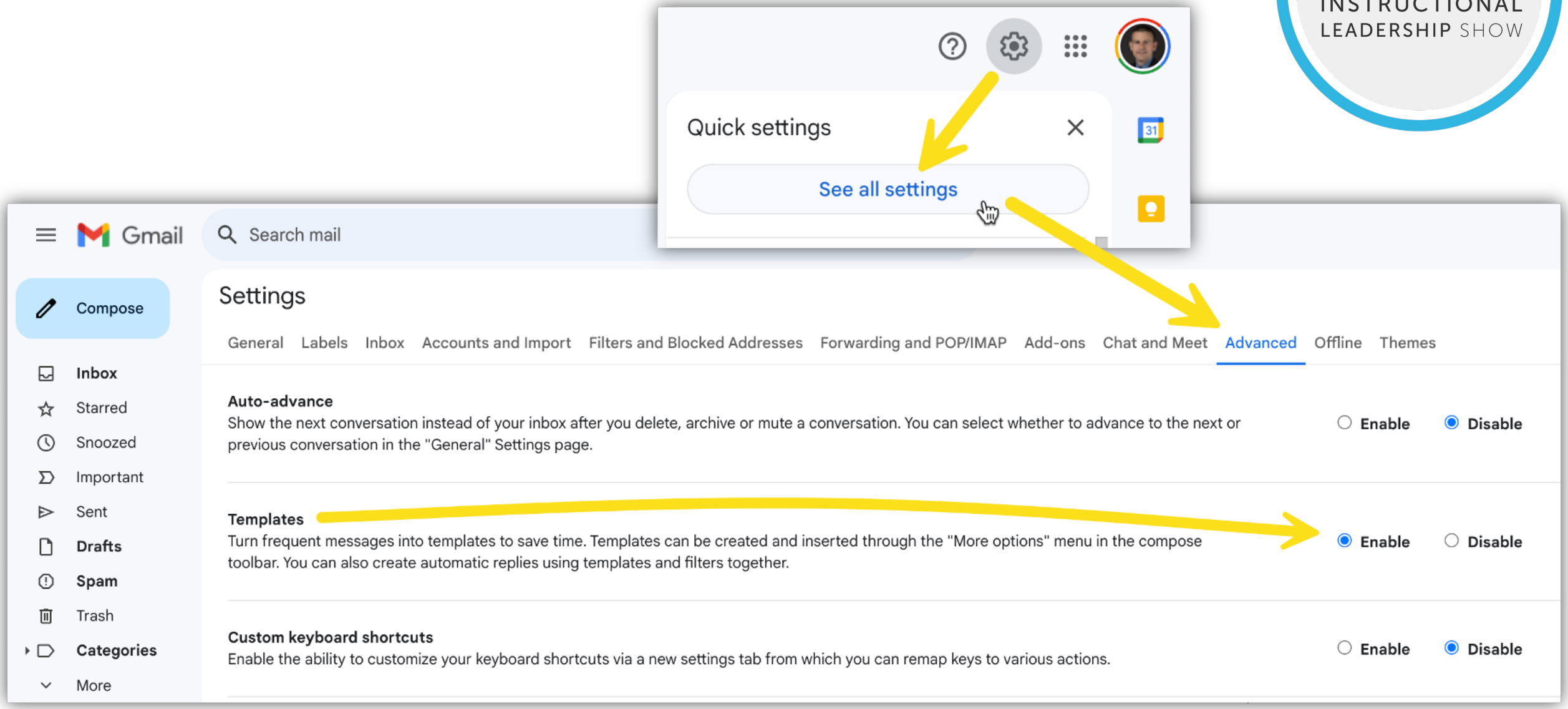
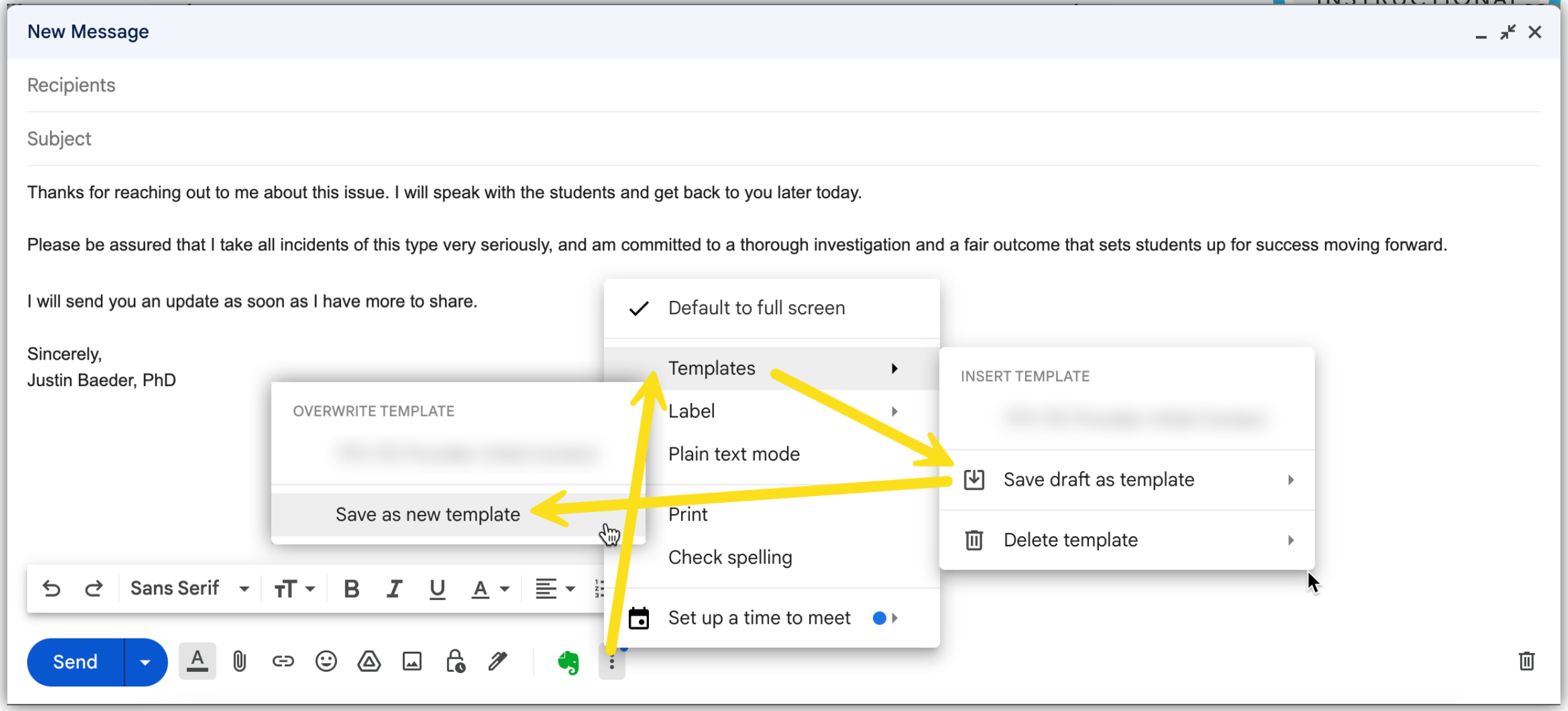
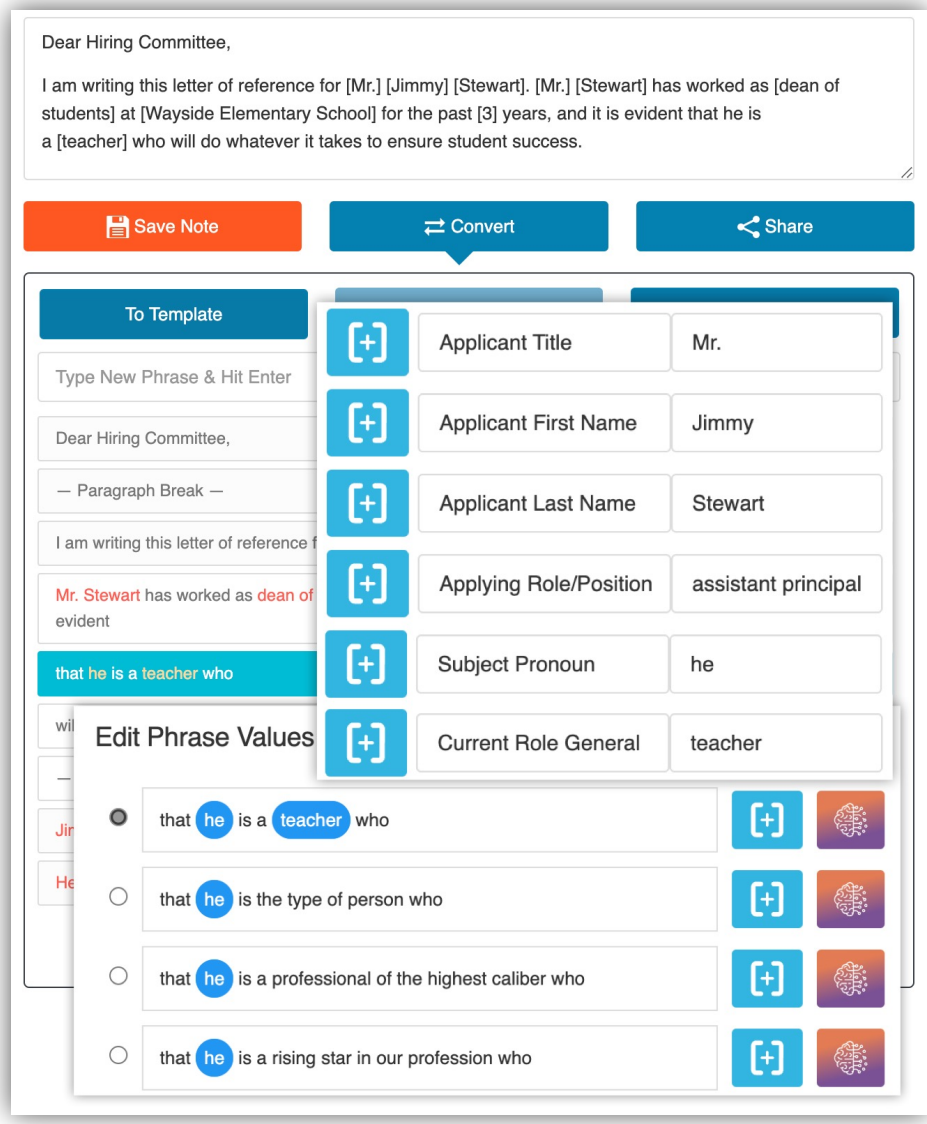


Gmail Templates



Repertoire Templates



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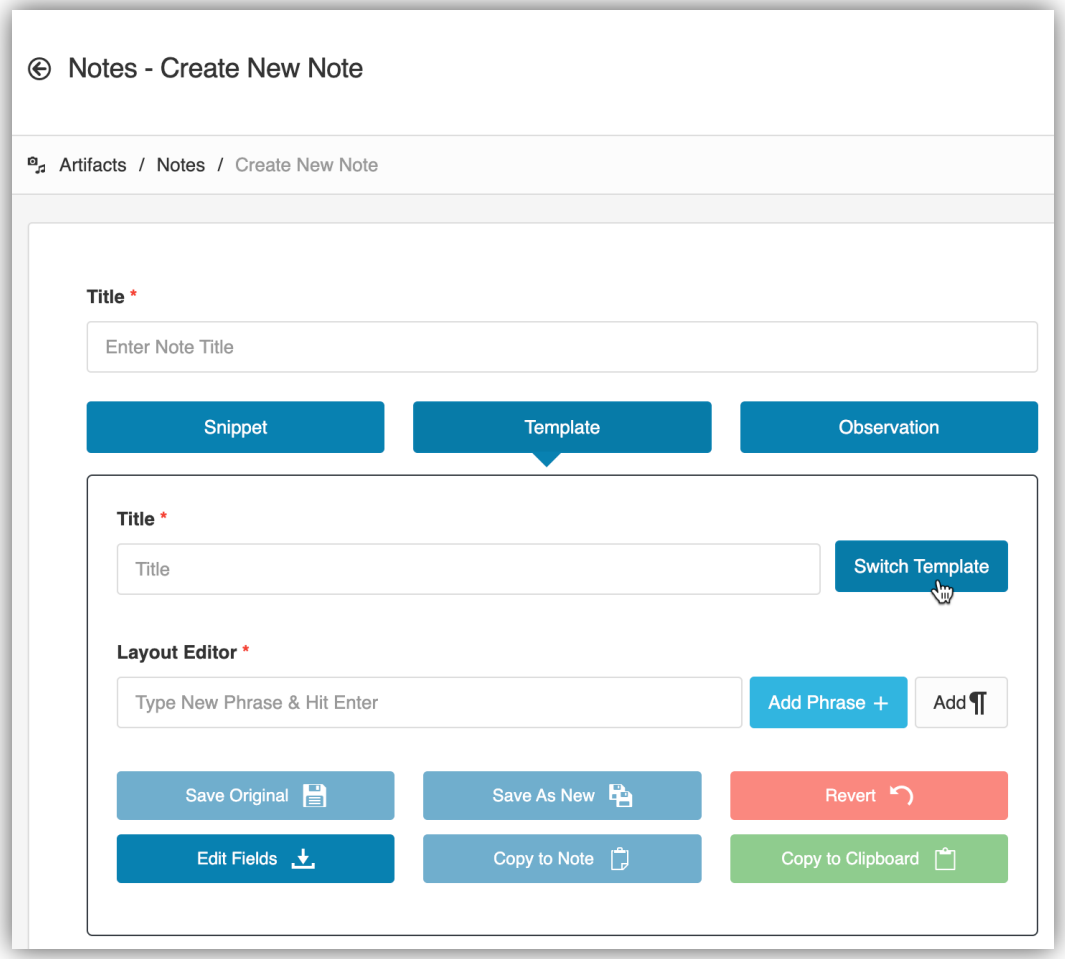
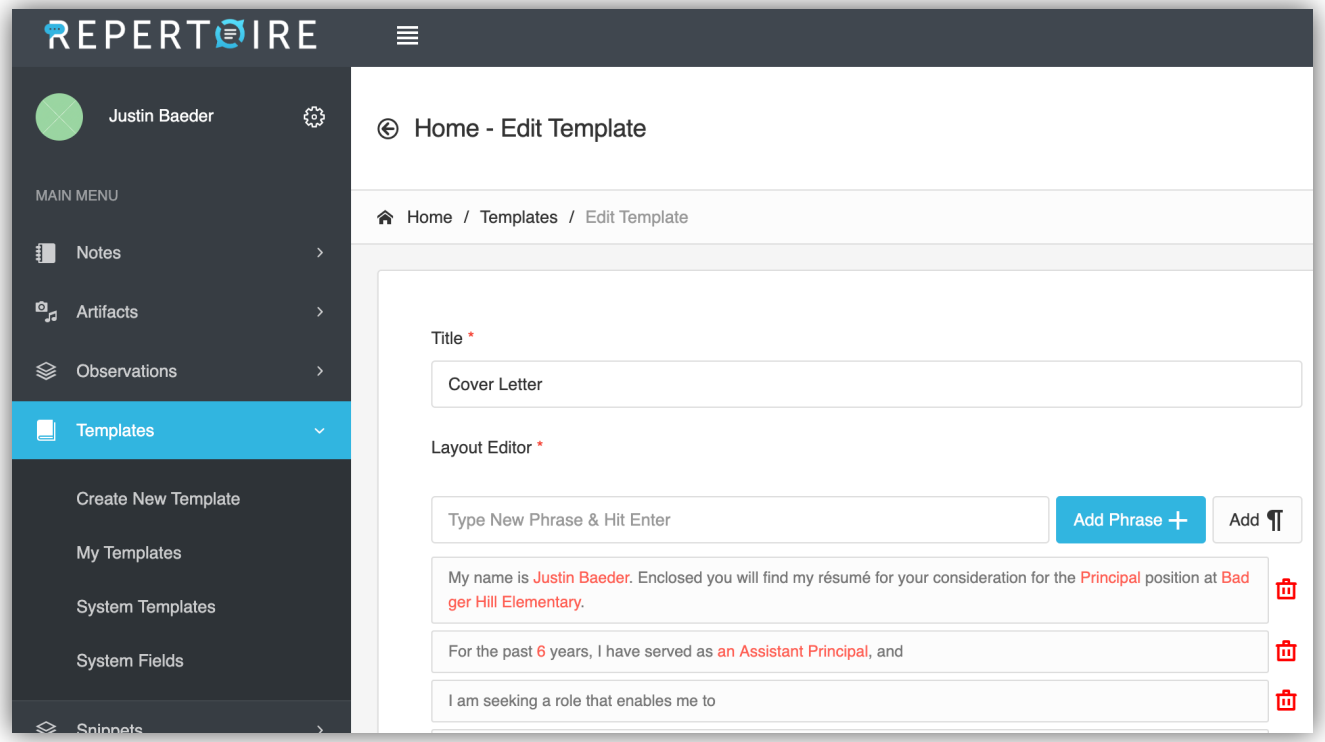
Why Repertoire Templates?

- Multiple-choice options for various situations
- Fill-in-the-blank fields for details like names, pronouns, etc.
- Lower risk of missing a detail that needs to be changed
- Easy to create from existing writing: **Convert » To Template**

Where To Find Templates



Notes



Templates

Language vs. Reality

The problem with using A.I. and templates is ***not*** that non-original language is itself bad.

The problem comes when the language does not correspond with ***reality***.

Correspondence with Reality

- Does my reply fit the situation?
- Does my reply address the other person's concerns?
- What action will I actually take?
- What policies are in place?
- Do I really mean what I say?
- Am I being dismissive?

Repertoire Help

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