

alex[®]

Review Quick Tips

1 **Reviewing – do it early and often**

If your schedule allows, front-load your review and focus your time on your first review period. The earlier we can address something, the more opportunities we'll have to test.

2 **Keeping us in the loop – bust out that megaphone**

Does something seem off? Have even an inkling that details will be changing between now and launch? Let us know – the earlier the better.

3 **Giving feedback – be specific**

When it comes to feedback, the more specific, the better. What you clicked, where a change needs to be made, who the feedback is from – these will all help us figure out how to solve the problem.

4 **Making changes – keep it simple**

Before you take your red pen to ALEX's script, remember: the conversation is still fresh for your employees. Some may be learning this stuff for the first time, and they'll appreciate a basic understanding with options to dive deeper as needed.

5 **Sharing the love – delegate if you can**

We know you're busy, and one of the things we've seen work well is to split up the review with your team. Focusing on specific modules or plans seems to make things go a lot faster!

Relax. We're here to help

Have a question or need some help with your review?

Let us know—we're happy to help.

Together we'll get ALEX set up just right!

