

# MAKE YOURSELF CLEAR

## Volley

Volley is a “tool” for writing collaboratively. It’s a very, very simple approach for when you have to write something that you and another person are planning to “ship” together, for example, a program description, an email to a potential client or customer, a post for a website, or a short article.

**Step 1.** The initiator emails a quick idea to a partner using “SERVE + [a title]” as the subject line.

**Step 2.** When the other person opens the email, he or she sets a timer for 5 minutes and tries to improve the contents. When the timer goes off, the receiver emails back the new version to the originator, changing the subject to “VOLLEY + [the version number] + [the title].”

**Steps 3-?** The actions from Step 2 continue until one of the collaborators feels that he or she can no longer improve the text. At this point, that collaborator responds by saying something like, “I think this is finished” or “game over.”

**Final Step.** Whichever participant has time moves the text into its final state. It can be expected that this step sometimes requires additional, focused editing or design and layout attention prior to shipping.

You cannot necessarily produce long texts with this method because they would take more than five minutes to read, digest, and improve. However, Volley is a simple and easy process for writing many short things with a responsive collaborator. You can always find five minutes.

### New Message

From Restan Richards <email@email.com>

Cc Bcc

To [Stephen J. Valentine \(email.com\)](#) x

Subject SERVE: Pitch for collaboration method

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque hendrerit diam id orci viverra, ut pretium lectus placerat. Donec ut nisi augue. Phasellus at velit sed urna faucibus tristique vitae a libero. Duis in blandit lorem, a viverra leo. Phasellus tempor risus vitae lectus euismod vestibulum. Aenean ut vestibulum ligula, quis maximus purus. Maecenas eleifend, nisi sit amet ullamcorper egestas, augue elit maximus