COMMUNICATION INFORMATION

EMAIL

Email is my preferred, default communication method for brief inquiries—i.e., ones you think I can address in 5 sentences or less.[1] For more complex questions or matters requiring more discussion, please see the information below about arranging a live conversation. And for a good long-form rationale for this general policy, please see Cal Newport, *A World without Email: Find Focus and Transform the Way You Work Forever* (affiliate disclosure; New York: Portfolio Penguin, 2021), especially ch. 6.

General Correspondence

For email from students, I typically try to respond by the end of the day the following Wednesday or Friday, whichever is sooner. For other inquiries, I typically try to respond by the end of the day the following Friday. Although I am occasionally able to turn over my inbox more quickly than this, other obligations generally require at least this amount of time for adequate handling of correspondence. If you receive an out-of-office reply from me, please anticipate receiving a response on the timelines I've described above after I return to the office.

Secure Correspondence

Under normal conditions, email is not a secure communication protocol. You may, therefore, prefer not to send sensitive information or inquiries by email. In such situations, however, you can send email securely. If you want to email me securely, you can do so either at my Faulkner or at my JDavidStark.com inboxes by using the corresponding public key.

LIVE CONVERSATIONS

To schedule a live conversation, please find a time that I currently have open on my calendar and that works well for you. You can do so at Youcanbook.me, Microsoft Bookings, or by starting a meeting request with an email address of mine for which you can see free and busy times.

I'm happy to chat by phone, online with Zoom, or in person at my office if you're in the area and want to stop by. Due to how my schedule typically fills up, you'll often find it necessary to schedule live conversations at least one week ahead.

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