

Corporate Email 101 Checklist

Fundamentals:

- A) Time is Money
- B) People are still People
- C) The best email is NO email

Checklist:

- 1. Composing
 - a. Subject Line: Email Type with <3 Words
 - b. Greeting: The shorter the better and keep professional
 - c. Email Types:
 - i. Status or Info Email
 - 1. Why the Email?
 - 2. Bullets
 - ii. Request Email
 - 1. Every word is worth \$\$ (like the Telegram)
 - iii. NO Email
 - d. Deadline & Follow Up
 - e. Proofread
- 2. Responding
 - a. Short & Sweet
 - i. Follow guidelines from Composing
 - b. <5 emails or a meeting
- 3. Face-to-Face,
 - a. Body Language
 - b. Better Understanding
- 4. Email is NOT for:
 - a. File Storage
 - b. For Conflict or Avoid Conflict
 - c. Rumors
 - d. Jokes
 - e. Chain Emails
 - f. Tell Everyone?
 - g. Pictures?
 - h. Long Stories