6 EMAIL TIPS

Concise Subject + Personal Identification + Targeted Recipients + Prioritized Questions + P.E.O. Professionalism + Positive Tone = **Excellent Emails**

1

Create a productive subject line.

The intent of the subject line is to specify a clear topic and indicate when action is required. (i.e., ''Please respond by April 14: Program schedule for next year.'') Labeling all of your emails as ''URGENT'' or ''ASAP'' can be counterproductive.

2

Identify yourself and your topic at the outset.

State up front the purpose of the email. If you take too long to get to the point, people may get side-tracked.

3

Be careful what you say and to whom.

Is ''reply to all'' necessary? Beware of overusing the Cc option. Copying an email should come only when it is necessary for person(s) other than the recipient to read what you are writing.

4

Ask questions sparingly.

Prioritize what you need to know and save other inquires for follow-up emails so as not to overwhelm.

5

Remember that correct usage is not archaic.

Standard spelling, paragraphs, periods and grammar not only make your email more quickly comprehensible, they also indicate your professionalism.

6

Set a positive tone!

LEADERSHIP TIP

Place a copy of these tips next to your keyboard. Before you hit ''send,'' put each email you compose to the test of meeting these criteria, to maximize your effectiveness.