

## THE SHORT EMAIL READING MEETING

1. Suggested times for reading emails \_\_\_\_\_
2. Emails requiring *action* have \_\_\_\_\_ as the first word of the subject  
(except cc:)
3. Emails requiring no action have \_\_\_\_\_ as the first letters of the subject line
4. cc emails have \_\_\_\_\_ as the first letters on the subject
5. \_\_\_\_\_ your e-mail notification system

*Always* stop yourself before you send an email message. This will give you a chance to double check the content, punctuation, spelling, the recipient list, and make sure you really did include any attachments.

Once you hit the SEND button, consider the email gone.