

Email Tips – On the Go

Email Tip Sheet

Tip #1 – Organize everything

Organize emails by categories such as work, school, projects, news, social, or miscellaneous.

Tip #2 – Identify the objective

When writing emails, it's best to be brief, concise and as clear as possible, and focused on one main goal or objective for each email.

Tip #3 – Know your audience

The message and information in an email should be tailored to the specific individual or group the email is intended for.

Tip #4 – Choose a communication style

Depending on the situation and purpose of the email, the communication style may be casual, polite, or business-like.

Tip #5 – Use a template

For emails sent on a frequent basis, templates can be used for making requests, responding, or providing information to individuals or groups.

Tip #6 – Quality matters

An important email should be saved as a draft, checked for accuracy and completeness, and only sent once everything is ready.

Tip #7 – Prioritize and send

Decide who the most important people are and create a Very Important Person (VIP) list to use for emails.