

A Simple Checklist to the Perfect Email

- Is everything spelled correctly?
- Did you address the proper people?
- Are you clear whether or not action needs to be taken?
- If action needs to be taken, are you clear on what answers you are looking for and did you request a deadline?
- Email to: who you want to respond and CC: those as an FYI
- Did you use all of the proper punctuations?
- Does the subject line of your email reflect the information you are sharing?
- Clean up emails before forwarding them
- If you used acronyms, are they going to be understood by everyone included in the email?