



LEADERSHIP USA™
TAKING LEADERS TO NEW HEIGHTS

Before You Press Send

Establishing Your Executive Presence Through Email





Writing Consistent Subject Lines

_____ + _____

_____ + _____

- Subject: Objectives for 3:00 Conference Call Today
- Subject: Request for Email Examples for November 2
- Subject: Agenda for Damage Prevention Meeting on June 1
- Subject: Launch of New Energy Star Campaign
- Subject: Association Spotlight on Diversity

From: Wilma Writer
To: Robert Reader

Subject: _____

Attached is the Facility Plan Calendar. Would you please have your front office look at it and make any additions or corrections? If they would make the corrections/additions in red, it would be very helpful, or you could just email the additions/corrections only. Thanks for your help as always. If I could receive the corrections/additions by November 2, 2018, it would be greatly appreciated.

Getting a Grip on Email



.....I will be leaving for Jackson.....I won't be in the office tomorrow....if I miss you today....maybe we can talk next week....

Give me a minute ... seriously ... how soon do you need this?

I hope this explains it so you can understand what I did call me should you have questions.

Do you happen to know what this was for.....????

Hi Miranda,

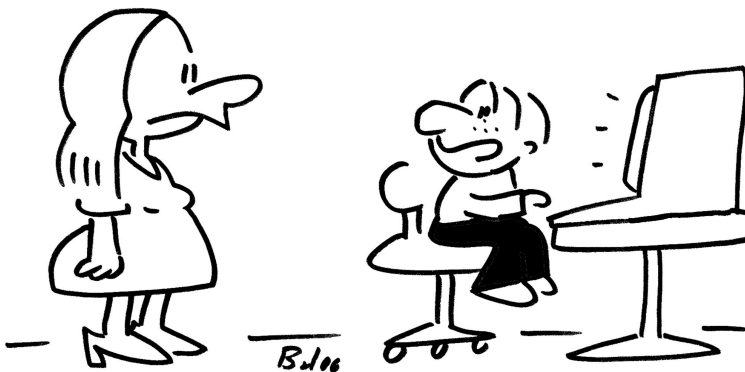
Good morning Mary,

Hello Val,

Thanks Malik,

Congratulations District 7!

Help—I'm Buried Under Email and I Can't Get Up!



"Can't you take out the trash, Mom?
— I'm busy deleting junk e-mail."