Checklist
Use email effectively!

1. Each mail should cover only one item to increase understanding.

2. Succinct is best.

3. Sparingly use reply-all.

4. Send your email to people who need to act or reply.

5. Only send emails you would not object becoming public.

6. Acknowledge receipt of emails within a timely fashion, 24 hours.

Employees spend about 11 hours per week on email or 28% of the week.