

For More Productive E Mail

Implement these simple procedures in your organization to streamline email.

1-Summarize Message in Subject Line

2-Update Subject Line in Replies

3-Type of action in Subject Line:

AR=Action Requested

RR=Response Requested

NRR=No Response Requested

FYI= For Your Info

EOM at end of Subject line means "End of Message" (don't bother to open!)

NI=No Input from me on your request

NT=No Time to respond, Sorry

4-No Thank Yous, please.