

Email Etiquette

Instead of: "The deadline for this is tomorrow, around __:__."

Write: "It'd be preferable if you can get this done today so we can have more time to discuss if there are any changes that need to be made before the deadline tomorrow."

Instead of: "What works best for you?"

Write: "Could you do __:__?"

Instead of: "I think maybe we should __."

Write: "It'd be best if we __."

Instead of: *rewriting email for 40 minutes*

Write: "It'd be easier to discuss in person."

Instead of: "Just wanted to check in."

Write: "When can I expect an update?"

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Instead of: "Could you possibly come early?"

Write: "You will need to prep for __ at __:__."

Instead of: "No problem!" or "No worries!"

Write: "Always happy to help!"

Instead of: "Sorry for the delay."

Write: "Thank you for your patience."

Instead of: "Ahh sorry! My bad. Totally missed that."

Write: "Nice catch! Updated file attached. Thanks for letting me know!"

Instead of: "Hopefully that makes sense?"

Write: "Let me know if you have questions."