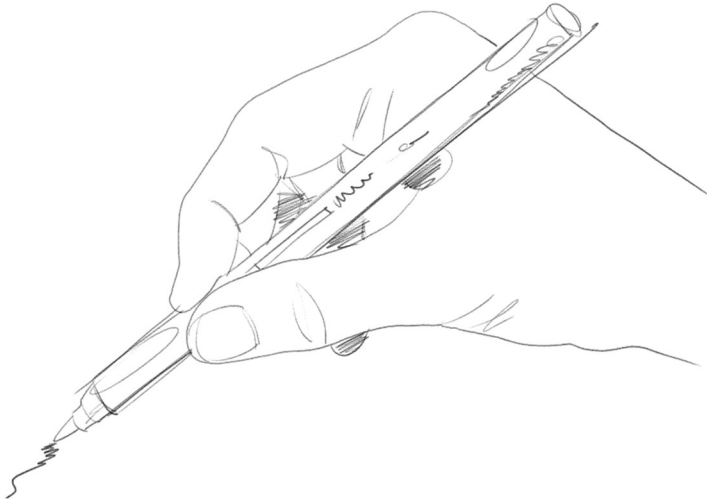**Frank Academy**
More Productivity
and more Success

Checklist

Email Checklist

The same rules apply for email correspondence as for letters.

After you have written your email, ask yourself:

- Did I think about my reader before I wrote the message?
- Is an email the most suitable method for communicating my particular message?
- Is the subject line meaningful and interesting?
- Is there a due date involved? Did I include it in the subject line or in the body?
- Does the first paragraph tell the reader why he or she should read the document?
- Did I include only the relevant details?
- Did I keep the paragraphs short, preferably under five lines in the body and two to three lines in the opening and closing paragraphs?
- Did I use lists to communicate a series of ideas?
- Are the names, dates, times, and figures accurate?
- Are there any spelling errors and did I use the correct punctuation?
- Did I try to reduce the number of attachments?
- Am I sending this message only to the people who need to receive it?

Finally, review every email you have written before you send it.
Is your request crystal clear? Unclear, faulty and sloppily written emails are unprofessional and make a bad impression.

An email is used to influence results. I wish you success with your next email.

Your Office Productivity Guide Dipl.-Ing. Andreas Frank, MBA
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Boost your personal office productivity and win your day.