

Checklist for Starting Workday

1. Write daily to-do list of action items
2. Review/Skim all your emails quickly
3. Reply to emails that have quick replies
4. Hold standups per project/team
5. Add to your to-do continuously throughout the day

Checklist for Sending Emails

1. Receive email from client
 - 2a. Do not have a reply - Acknowledge receiving the email. Have a reply, skip to #3
 - 2b. Get answers to reply!!
 - 2c. Write reply following steps below
3. If you know the reply to the email - write your full reply
4. Review your writing
5. Check spelling & grammar
6. Check people in cc & subject & attachments
7. Send or boomerang your email

Checklist for Sending Emails (copy)

1. Receive email from client
 - 2a. Do not have a reply - Acknowledge receiving the email. Have a reply, skip to #3
 - 2b. Get answers to reply!!
 - 2c. Write reply following steps below
3. If you know the reply to the email - write your full reply
4. Review your writing
5. Check spelling & grammar
6. Check people in cc & subject & attachments
7. Send or boomerang your email



By **israa18**
cheatography.com/israa18/

Not published yet.
Last updated 12th May, 2016.
Page 1 of 1.

Sponsored by **Readable.com**
Measure your website readability!
<https://readable.com>