

TEAM TIPS FOR BETTER EMAILS



SUBJECT LINE

USE THIS TO ...

URGENT

Get immediate attention (use sparingly).

**ACTION REQUIRED BY _____
(fill in the blank)**

Schedule the finish right in your headline.

**FYI ABOUT _____
(fill in the blank)**

Provide information (be clear in the headline what the information is about).

**RESPONSE ABOUT _____
(fill in the blank)**

Be clear that you are answering a question (for example: if you had asked for ideas in a meeting and people were sending them back).

EOM (end of message)

Send your whole message in the headline (e.g. leftover lunch in the breakroom - help yourself EOM).