Build a healthy relationship with your emails

Have agreed times you will or won't respond to emails

Reduce the number of times you check emails

Prioritise emails for information or action, and by when

Don't copy all or blind copy people

Manage expectations: set up automatic email responses

Know when email should and shouldn't be used

Have a consistent email signature

For more ideas to improve your communication visit www.fit2communicate.com or contact hello@fit2communicate.com

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