

#8 Communication Hacks for Confident Emails and Texts

ALIGNED · INSPIRED · EMPOWERED · TRANSFORMED

When it took a while



Sorry for the delay



Thanks for your patience

When finding time



What works best for you?



Could you do...?

When you know what you are doing



I think maybe we should...



It would be best to...

When instructions are complex



Writing a long email



Let's discuss this in
person...

When you need an update



Just wanting to check in



When can I expect an
update

When you made a mistake



So so sorry, I feel horrible.



Thanks for letting me
know, I'll take care of it.

When confirming knowledge



Hope that makes sense



Let me know if you have
any questions

When you have an appt



I am so sorry but is it ok if
I live early?



I need to leave at ... for ...

