

Email Checklist

INSTRUCTIONS

Use this checklist to make sure an email message is ready to send.

HAVE YOU...	YES	NO
1. Put your key message in your subject line to ensure that readers don't delete your message?	<input type="checkbox"/>	<input type="checkbox"/>
2. Made your message easy to scan by adding headings and formatting content as bulleted or numbered lists, if appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
3. Kept your message short, so readers don't have to keep scrolling to read your entire message?	<input type="checkbox"/>	<input type="checkbox"/>
4. Sent very long content as an attachment?	<input type="checkbox"/>	<input type="checkbox"/>
5. Covered only one topic per message?	<input type="checkbox"/>	<input type="checkbox"/>
6. Edited and spell-checked your message before sending it?	<input type="checkbox"/>	<input type="checkbox"/>
7. Considered whether you should wait to send the email until you are less emotional?	<input type="checkbox"/>	<input type="checkbox"/>
8. Made sure the message is one that you would also feel comfortable delivering face-to-face?	<input type="checkbox"/>	<input type="checkbox"/>
9. Included an appropriate closing?	<input type="checkbox"/>	<input type="checkbox"/>
10. Included as recipients only those people who need to see the email?	<input type="checkbox"/>	<input type="checkbox"/>

Tip: Wait to type in the recipient's email address until just before sending your email. This reduces the chance that you'll send an unfinished message or a message to the wrong person.

If you have answered "No" to any of the above questions, revise your email message until you can answer "Yes" to every question.