

AVOID A FULL MAILBOX; CONTRIBUTE TO EVERYONE'S WORK-LIFE BALANCE!

DO THE CHECK:

**YES**

- It is essential that I send this message
- I am sending this message within working hours
- The message is concise and has a clear subject
- I keep 'reply to all' and CC and BCC to a minimum

**NO**

- I'm not expecting an immediate reply (otherwise I would have phoned)

*#digital communication code of conduct*