

YOU CAN WORK
MORE EFFICIENTLY
IF YOU AREN'T
INTERRUPTED BY
UNWANTED E-MAILS!



Do you know the
Digital communication code
of conduct?



CHECKLIST FOR SENDER

- E-mail is the best channel for my question or notification (e-mail isn't suitable for discussions or emotional issues)
- Is e-mail in this instance better than Teams, phoning or a meeting?
- My e-mail is short and to the point
- I have given a clear indication of the subject
- I avoid CC/BCC
- I indicate clearly what I expect in terms of a response and when I would like to receive it
- I mail during office hours (or I schedule the time it will be sent)

CHECKLIST FOR RECIPIENT

- Do I need to answer this e-mail?
- Can I archive the mail straight away?
- I keep 'reply all' to a minimum in my response to a mail
- I switch on my out-of-office when I'm not at work
- I switch off Outlook or e-mail notifications on my private phone
- I am aware that it isn't always necessary to reply to e-mails straight away
- I plan set times to answer my e-mails

Seeing e-mails coming in seriously disturbs your concentration. Switch Outlook off if you are working on something where you need to concentrate.