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Notat

Titel: Basic principles for best practice positive email culture in IMM

Reference: IMM leadership team

Notat sendt til: IMM employees

Notat sendt til orientering til: Dean's office

Status: Internal usage

1. Keep e-mail messages brief
2. Do not use e-mail for urgent messages
 - If something is urgent, pick up the phone or meet the person face to face
3. Include a descriptive subject line
4. Get to the main point of the e-mail in the first two lines
5. Be precise on deadlines, expectations and tasks
6. Only include the key persons in the email – avoid CC
7. Keep emails to workdays and office hours – whenever possible

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