

Checklist for Starting Workday

1. Write daily to-do list of action items
2. Review/Skim all your emails quickly
3. Reply to emails that have quick replies
4. Hold standups per project/team
5. Add to your to-do continuously throughout the day

Checklist for Sending Emails

1. Receive email from client
- 2a. Do not have a reply - Acknowledge receiving the email. Have a reply, skip to #3
- 2b. Get answers to reply!!
- 2c. Write reply following steps below
3. If you know the reply to the email - write your full reply
4. Review your writing
5. Check spelling & grammar
6. Check people in cc & subject & attachments
7. Send or boomerang your email

Checklist for Sending Emails (copy)

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