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Collana	Brilliant
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Nota di contenuto	Cover -- Brilliant email -- Contents -- About the author -- Acknowledgements -- Introduction -- Part 1 Stop the email time thieves -- Take control - stop email dominating your day -- Dealing with the email backlog after being away -- Prioritise to reduce unnecessary emails -- Save time filing and finding emails -- Give to gain more time -- Overcoming email addiction and dependency -- Part 2 Communicate more effectively by choosing and using the right channel -- Email is not the only way -- Email - exploiting advantages and avoiding disadvantages -- When to email and when to talk -- Part 3 Create excellent emails -- Get your email noticed -- The right address box -- Greetings to engage recipients -- Pen your message in plain language -- Saying goodbye professionally -- Part 4 Managing attachments for extra efficiency -- Sending attachments - smart behaviour -- Receiving attachments - saving time -- Part 5 Stay the right side of the law -- Email as evidence -- Protect yourself from an infection -- Summary: Keeping your mailbox under control -- Further reading -- Index.
Sommario/riassunto	Brilliant Email will show you how to use email effectively to win back time and dramatically improve your personal productivity and work/life balance. Using this book, you will learn how to: - Reduce the volume

of email you deal with each day; - Write your message clearly and in an appropriate style; - Select when to use email and when to use an alternative; - Slim down the size of your mailbox; - Use your email software to manage the flow of email traffic; - Help your colleagues to use email more effectively. The principles in this book have been developed over the last decade as a result of the author's work with individuals and organisations of all sizes (from micro to global FTSE top 100). By adopting some of these basic principles of email best practice, you will learn how to take control of your inbox to dramatically improve your productivity, your quality of life and never send an ineffective email ever again.
