



## Christmas greetings!

Dear Reader,

It's been a busy and rewarding year, new clients, new challenges and a new book. Thank you to everyone who contributed to making 2010 another excellent year.

### Charity of the Year

As in past years, rather than spend money on conventional Christmas cards we are sending a donation to charity. This year we have chosen Round Table Children's Wish. Children are often amongst the most vulnerable and helpless when they are ill.



Round Table Children's Wish - making wishes come true for children with life-threatening illnesses. Find out more by visiting their [website](http://www.rtcw.org).

### Tips and Hints

Don't let your email dress code slip over the festive season. It's easy to fall into sloppy habits and write emails which are not up to your usual professional standard. Make raising your style of email etiquette one of your goals for the coming year.

To check how good your email etiquette is and where you could make some improvements use our new *Email Clarity Checklist*. It can be downloaded from our [website](http://www.mesmo.co.uk) by clicking on **Email Clarity Checklist**.

### Stocking filler

Looking for a last minute present for that overloaded 'emailer'? Don't forget 'Brilliant Email' our most recent book - see our [website](http://www.mesmo.co.uk).

### January Events

**12 January - Smart Email Management workshop** with Dorset Chamber of Commerce - see our [events](http://www.mesmo.co.uk).

**20 January** - Trafford Centre (Manchester) at 12.00 a *free 'Brilliant-Email Masterclass'* as part of the Manchester launch of the book 'Brilliant Email' - see our [events](http://www.mesmo.co.uk).

All that remains is to wish you a very happy Christmas and all the best for 2011.

Dr Monica Seeley  
Mesmo Consultancy  
T: +44 (0) 1202 43 43 40  
E: [monica@mesmo.co.uk](mailto:monica@mesmo.co.uk)