



PRESENT

Reminding Others to Action Your Emails

With Monica Seeley

www.mesmo.co.uk

We will begin at the top of the hour.



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The Challenge



- ▲ 60+ emails a day
- ▲ Time poor
- ▲ Call for action

What You will Learn Today



- ▲ What to avoid
- ▲ Subject line
- ▲ Polite reminder
- ▲ Reminder flag
- ▲ Turn email red after near due
- ▲ Getting agreement

Don't Shout at Me



- ▲ Read Receipt
- ▲ Priority Marker

Subject line

The Training Budget – Action needed by 15 May

The Follow-up Email Reminder

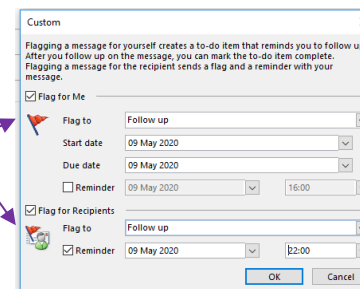
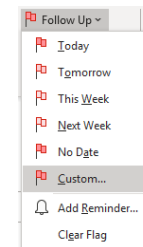
Annoying phrase	Most hated by
Not sure if you saw my last email...	25%
Per my last email...	13%
Per our conversation...	11%
Any updates on this?	11%
Sorry for the double email.	10%
Please advise.	9%
As previously stated...	9%
As discussed...	6%
Re-attaching for convenience.	6%

Adobe 2018

- ▲ Short
- ▲ Assume recipient busy
- ▲ Remind them about the content and urgency
- ▲ Re-attach relevant files

Reminder Flag

1. Open a new email.
2. From the Tags menu click Follow Up and select Custom.
3. In the Custom dialogue box, click on the Flag for Recipients. Click on Reminder and set the date and time you want the recipient to be reminded.
4. Set a reminder for yourself too.



Getting Agreement





Thank You
Questions

Questions after the session: Post in
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Next week!

Working with Your Executives to Communicate "Urgent"
With
Melissa Esquibel and Monica Seeley

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