

**"Email Etiquette and Productivity Tips"** by Scott Kendall, *The Technology Coach*, <http://www.thetechnologycoach.ca>

As e-mail becomes more and more prevalent in our day to day work I'm reminded more and more that everyone treats this tool differently. I've compiled a short list below of some of what I feel are the best tips or concepts to keep in mind when sending email, most are common sense but just writing this list helped remind me of some of the more important ones, enjoy the list, more to come next month.

To read more [http://www.thetechnologycoach.ca/new\\_page\\_24.htm](http://www.thetechnologycoach.ca/new_page_24.htm)

*Scott Kendall, The Technology Coach*