

HOW TO GET YOUR E-MAIL MESSAGES READ FIRST

It's 6:00 p.m. and you check your e-mail one last time before leaving work. You have three messages from clients that you decide to take a few minutes to answer.

The \$64,000 question is when to actually send your responses. Most individuals hit "send" as soon as they reply to each message. Others reply to messages they receive after 5:30 p.m. as soon as they open them, yet wait to actually "send" them until 7:30 a.m. – 8:00 a.m. the following morning. Which way describes how you choose to send the e-mail messages you receive after hours?

You ask, "Why wait until the following morning to 'send' messages?" The reason is the majority of professionals with e-mail boxes have their messages arranged in descending order (i.e., the most recent message received is listed first). Therefore, it behooves them to actually send their messages first thing the following morning.