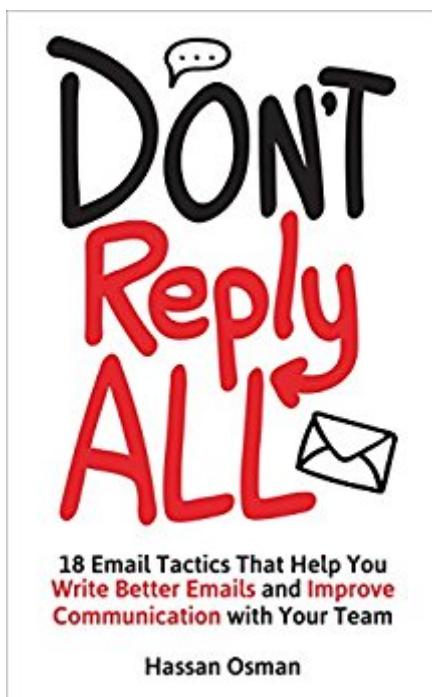


The book was found

# Don't Reply All: 18 Email Tactics That Help You Write Better Emails And Improve Communication With Your Team



## Synopsis

#1 Best Seller in the Business Etiquette & Office Automation categories "I wish everyone who emails me would read this book." - Kate Lister, President of Global Workplace Analytics

Are you frustrated with the amount of time you spend on business email every day? Don't Reply All will show you how to use email more efficiently. Most employees spend over 11 hours a week reading and replying to emails. In this book, you'll learn how to spend less time and make your messages more effective. You'll get research-based guidelines for improving the way you communicate with your team members. You'll also learn how to write professional emails that are read and responded to more frequently.

**DOWNLOAD :: Don't Reply All: 18 Email Tactics That Help You Write Better Emails and Improve Communication with Your Team**

Here is a partial list of what's covered:

- How to use the "3Ws" to clearly assign tasks in emails and get things done.
- Four recommendations to help you create powerful subject lines to ensure that your emails are read.
- How to use "If...then..." statements in your messages to improve clarity, increase accountability, and reduce the amount of follow-ups.
- Tips to show you how to format your email so readers will easily be able to see the most important parts of your message.
- How to list questions and present options instead of asking open-ended queries to reduce back & forth emails.
- How to improve your email open-rate by using the "Delay Delivery" feature to schedule your emails in advance.

Here's what's included in the book:

- Tactic #1: Assign Tasks in an Email Using the "3Ws"**
- Tactic #2: Write the Perfect Subject Line**
- Tactic #3: TL;DR - Write Emails That are Five Sentences or Less**
- Tactic #4: Break Long Emails into Two Parts**
- Tactic #5: Make Your Emails Scannable**
- Tactic #6: Show Instead of Tell by Attaching Screenshots**
- Tactic #7: Spell Out Time Zones, Dates, and Acronyms**
- Tactic #8: Use "If...then..." Statements**
- Tactic #9: Present Options Instead of Asking Open-Ended Questions**
- Tactic #10: Re-Read Your Email Once for a Content Check**
- Tactic #11: Save Drafts of Repetitive Emails**
- Tactic #12: Write It Now, Send It Later Using Delay Delivery**
- Tactic #13: Don't Reply All (Unless You Absolutely Have To)**
- Tactic #14: Reply to Questions Inline**
- Tactic #15: Reply Immediately to Time-Sensitive Emails**
- Tactic #16: Read the Latest Email on a Thread Before Responding**
- Tactic #17: Write the Perfect Out-of-Office (OOO) Auto Reply**
- Tactic #18: Share the Rules of Email Ahead of Time**

Free Bonus: As a free bonus for purchasing this book, you'll get a downloadable cheat sheet (a PDF file) that summarizes the content on one single page. You'll also get a PowerPoint presentation (a PPT file) that also summarizes the tactics in the book, but in more detail so you can share the deck with your team.

Would you like to learn more? Download Don't Reply All now to get started. Scroll to the top and click on the "buy button."

## Book Information

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## **Customer Reviews**

Like stated at the beginning, most of those tips are common sense. That is true, if you have at least of couple of years of experience working in a corporate environment where the communication heavily rely on emails you may have noticed that some of those tips are becoming part of the culture. However, having a definite guide including all those tactics in one book just make it easier to identify problems and to implement solutions. The book is short and goes to the point. In this day and age, this is a definite quality.

Very helpful and easy to understand. The email etiquette will definitely make a difference for a lot of professionals. Definitely recommend this book for anyone who handles a lot of emails on daily basis.

There's no shortage of books and tips and programs on how to handle and process email as if it's a 'problem' to be solved. That's because it is a problem to be solved. But often it's from the perspective of the problem that's coming to you rather than you being part of the problem. In Don't

Reply All, Hassan turns that on its head and fixes it at the source. If everyone treated these 18 tactics as 'simple rules' for how to do email the problem would be much smaller than it is today. Anyone in business should make this compulsory reading for their staff and make these 18 tactics a mandatory standard for everyone. Embed the tactics in staff culture and the ROI will be huge.

This book is changing the way my teams function. After just a few days of sharing principles from this book, I'm finding that the communication among my team is improving and taking less time. If you manage virtual teams then I highly recommend you read this book and share it with your team because you will see positive results right away.

I read this book for insight into getting better responses from my emails and it delivers! An easy read with simple tips and a straight-to-the-point conversational tone...this is now my best business book read of 2016. I am excited to see the change in my effectiveness in managing virtual teams as a result of implementing Hassan's rules.

Helped me get my team on the right track to writing good emails.

Excellent book! Provided a new perspective on the dreaded email!

Great and simple. Not requiring too much time. After reading it I am looking at people's emails from a totally different angle. And finally saw my own mistakes. I also realized that wrong mails is a problem even for some CEOs and VPs. Read it. It's worth it. Great work, Hassan.

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