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## *The Seven Deadly Sins Of Email*

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With technology becoming increasingly popular in our lives, it is important to take a step back and learn what the true importance of an email is. Below are the *Seven Deadly Sins of Email*, keeping these items in mind will help you and your employees avoid some common and crucial errors.

To view the full presentation please refer to our website at [www.stuckeyinsurance.com](http://www.stuckeyinsurance.com)

### **1) Self Criticism: "I messed up"**

Negative judgment of ones own actions or behavior

### **2) Blaming: "You messed up"**

Blaming and transferring ownership of a mistake

### **3) Complaining: "Everything is hard & unfair"**

Venting and complaining about a client

### **4) Colloquialism: "I sort of write like I talk"**

Written communication that imitates informal speech

### **5) Thoughtlessness: "I'm lazy"**

Blathering or lengthy message, instant reply

### **6) Self-indulgence: "I'm a know-it-all"**

Adding ones opinion, speculation or exaggeration

### **7) TMI: "I write more than I need to"**

Information not important or useful to the subject



One face-to-face  
Meeting can be  
productive as:

Five Video Calls

Ten phone calls

Twenty Emails