



# Email Exhale

Email Management Webinar  
Jan Wencel | Trainer

Inspiration



These **bad** email habits keep me from more important things:

_____	_____
_____	_____
_____	_____
_____	_____

These are **good** email habits I want to adopt or continue to use:

_____	_____
_____	_____
_____	_____
_____	_____

*“If you take away only two things from this little book, the authors sincerely hope it will be these:  
Think before you send. Send email you would like to receive.”*  
~ Send, The Essential Guide to Email for Office & Home, David Shapley & Will Schwalbe

- ① Process Intermittently
- ② Process to Zero
- ③ Strengthen & sculpt
- ④ Automate
- ⑤ Broadcast

