

Beware of the E-mail Invasion!

It used to be that if you had something to say to a colleague, you had to pick up the phone and call her – or walk to her office and speak face-to-face (an even **scarier prospect**).

Then, sometime in the early part of the new millennium this thing called electronic mail **spread like wild fire**. Wow, was it cool! Productivity **quadrupled** overnight, and we all fell in love.

No more **snail mail** was needed – with the click of a button, you could send documents around the corner or **overseas** in an instant.

But then something else happened. We realized that the tough things we once had to say via more intimate communication, could now be said hidden behind a faceless email.

Over the years, our inboxes **swelled**. And then they grew even more ...

We are now **copied** on any one of a number of conversations and decision-making exchanges all day, every day. **Dare** to go on vacation and come back to work to find 256 e-mails **lurking** – half with that annoying red priority marking.

But, fear not, as a new **savior** is waiting to save your **info-laden** day: it's called "e-mail etiquette".

It **dictates** that e-mails are meant to communicate facts and **elicit** a quick response, not to **hammer out** problems. If your e-mail is more than five sentences, chances are you need to call your colleague about this issue, or go see her face-to-face.

Sound **intriguing**? If so, tell your colleagues. Spread the word. But please, do it over lunch. In person.

Glossary

annoying	ärsyttävä
beware	varoa
copy	tässä: saada viesti CC:nä
dare	uskaltaa
elicit	houkuttella, saada esiin
exchange	viestien vaihto
hammer out	keskustella selväksi
info-laden	tiedontäyttämä
intriguing	kiehtova
invasion	tulva
lurk	väijyä
overseas	ulkomaille
productivity	tuottavuus
prospect	ajatus; näkymä
quadrupled	nelinkertaistua
savior	pelastaja
scary	pelottava
snail mail	etanaposti, perinteinen posti
spread like wildfire	levitä kulovalkean tavoin
swell	paisua