

## 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

<b>copy</b>	här: få e-post som CC/kopia till-mottagare
<b>elicit</b>	frambringa, få fram, generera
<b>info-laden</b>	full av information
<b>spread like wild fire</b>	sprida sig som en löpeld