E-MAIL ETIQUETTE by Millie Erlacher, 20K (former Court Reporter and great communicator)

How many times have you dashed to the computer just to check for any important e-mail messages before you grab your orange XanGo bag and head out the door to an important presentation -- only to see 15 new messages, which you can't possibly take time to read!! You recognize familiar names so you MUST see what 'important' message it might be. That's when you discover that at least half of the 15 messages are forwarded jokes, etc. Admittedly, all of them are entertaining, either adorable pet pictures, heartwarming poems, blonde jokes, or 'don't-break-this-chain' letters that you truly agree with - but that's not the point!

In XanGo, e-mails are our main source of business information and communication with our company and our leaders. We need to protect access to this valuable tool.

(1) OBJECTIVELY scrutinize your e-mail address book. Update and weed out those that most likely are not remotely interested in receiving e-mails of any sort.

(2) CREATE a XanGo Group Contact List - a group e-mail address for those in your downline to whom you send regular XanGo information and to whom you forward notices from your upline. This group should consist of only those distributors who desire to receive these XanGo-related e-mails; definitely separate from your private and personal contacts. Don't send out jokes, etc. to your XanGo business team. You don't look professional.

(3) CONSIDER each personal 'forward' of jokes, etc and SELECTIVELY forward any piece only to the individual or individuals that you truly believe will appreciate it. Unsolicited e-mails can become an invasion of one's time. OFFER an option to have an e-mail address removed from your list.

(4) 'CLEAN UP' any message that you forward by deleting all the previous addresses so the recipient doesn't have to scroll through line after line of names and addresses to find the message.

(5) BLIND CARBON COPY (BBC) everything you send to your XanGo group. You don't want people to have a block of e-mail address to scroll through before they get to the message and you don't want to send out the e-mail address of all the people you send your group e-mails to. This is also a privacy issue.

Some busy people have made it clear that they DO NOT want anything other than XanGo-related items forwarded to them; and they have flatly stated that when they receive such, they simply DELETE! (Even that takes time!)

When it comes to E-mail Etiquette, as in other aspects of our lives, we must practice being the considerate people we are.