



EMAIL & CHATS

Pocket Card

V1.1



CreatingEdge





EMAIL & CHATS

- Be clear on messaging account purpose
- Mass-unsubscribe, often
- Turn off notifications, all devices
- Implement OHIO method
- Don't respond to all messages
- Not for urgent communication
- Use 5-line strategies & summaries
- Check your messages sparingly
- Schedule message times in your calendar
- Don't press send too early

