Title:
How To Jerk-Proof Your Emails

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Summary:
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Perhaps you are trying to tell a joke.

Is it possible that you are having a bad day?

None of these things matter to the person on the receiving end of your emails. When communicat

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Article Body:
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Case in point, a recent email I sent in response to something I received:

"I don't know what you are talking about. I am not a tech person."

Now that I look at that, I laugh because I can't believe I wrote it in that manner. At the tim

But that's not how it reads and I can admit that. It reads more like ˆYou are wasting my time.

I am glad that the person pointed out to me how that could come across to someone who doesn't

"People read different things into emails, read your email again and tell me how it sounds".

Yikes!

Here are some tips for jerk-proofing your emails:

- When you type an email put a smile on your face, most of the time it will come through in wh

- Before you hit send, read your email aloud.

- Ask yourself, "What would I think if someone sent this email to me?"

- Sarcasm doesn't translate well through email, please keep this in mind. But if you absolutel

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