

## Email Protocol “Everything Speaks!”

If you need to contact me, e-mail is often the easiest way to do so. It is my intention to respond to all received e-mails in a timely manner. Please be reminded that email is a very specific form of communication, with its own form of nuances and meanings. For instance, email messages (this includes online postings) sent with all upper case letters, major typos, or slang, often communicates more than the sender originally intended. With that said, please be mindful of all email messages you send to me, to your colleagues, or to persons within the greater community. All email messages should be crafted with professionalism and care.

Things to consider:

- Would I say in person what this e-mail specifically says?
- How could this e-mail be misconstrued?
- Does this e-mail represent my highest self?
- Am I sending this e-mail to avoid a face-to-face conversation?
- Does my email contain numerous grammatical errors that interfere with the overall coherence of the message being sent?

In addition, if there is ever a concern with an email I send to you, let’s talk in person so we can correct any confusion.