

# E-MAIL LIKE A BOSS

@danidonovan

I TOOK A WHILE  
BUT YOU CAN DEAL

✗ SORRY FOR  
THE DELAY

✓ THANKS FOR  
YOUR PATIENCE

MY SCHEDULE  
MATTERS TOO

✗ WHAT WORKS  
BEST FOR YOU?

✓ COULD YOU  
DO \_\_:\_\_?

YEAH,  
YOU'RE WELCOME

✗ NO PROBLEM  
/ NO WORRIES!

✓ ALWAYS HAPPY  
TO HELP!

I KNOW WHAT  
I'M DOING

✗ I THINK MAYBE  
WE SHOULD \_\_

✓ IT'D BE BEST  
IF WE \_\_

WORDING THIS  
IS HARD

✗ \*REWRITING E-MAIL  
FOR 40 MINUTES\*

✓ IT'D BE EASIER  
TO DISCUSS IN PERSON

DO YOU  
GET IT?

✗ HOPEFULLY THAT  
MAKES SENSE?

✓ LET ME KNOW IF  
YOU HAVE QUESTIONS

WHERE THE HECK  
ARE WE ON THIS?

✗ JUST WANTED  
TO CHECK IN

✓ WHEN CAN I  
EXPECT AN  
UPDATE?

I MADE A  
SMALL ERROR

✗ AHH SORRY! MY BAD.  
TOTALLY MISSED THAT.

✓ NICE CATCH! UPDATED  
FILE ATTACHED. THANKS  
FOR LETTING ME KNOW!

I HAVE AN  
APPOINTMENT

✗ COULD I POSSIBLY  
LEAVE EARLY?

✓ I WILL NEED TO  
LEAVE FOR \_\_  
AT \_\_:\_\_.