

Beware of the E-mail Invasion!

It used to be that if you had something to say to a colleague, you had to pick up the phone and call her – or walk to her office and speak face-to-face (an even **scarier prospect**).

Then, sometime in the early part of the new millennium this thing called electronic mail **spread like wild fire**. Wow, was it cool! Productivity **quadrupled** overnight, and we all fell in love.

No more **snail mail** was needed – with the click of a button, you could send documents around the corner or **overseas** in an instant.

But then something else happened. We realized that the tough things we once had to say via more intimate communication could now be said hidden behind a faceless email.

Over the years, our inboxes swelled. And then they grew even more ...

We are now **copied** on any one of a number of conversations and decision-making exchanges all day, every day. **Dare** to go on vacation and come back to work to find 256 e-mails **lurking** – half with that annoying red priority marking.

But, fear not, as a new **savior** is waiting to save your **info-laden** day: it's called "e-mail etiquette".

It **dictates** that e-mails are meant to communicate facts and **elicit** a quick response, not to **hammer out** problems. If your e-mail is more than five sentences, chances are you need to call your colleague about this issue, or go see her face-to-face.

Sound intriguing? If so, tell your colleagues. **Spread the word**. But please, do it over lunch. In person.

Glossary

beware	be on guard against somebody or something
scary	causing fear or alarm
prospect	something that is expected to happen in the future, or a mental picture of this
spread like wildfire	if something spreads like wildfire, it quickly affects or becomes known by more and more people
quadrupled	to become four times as big
snail mail	mail sent through the postal service
dare	to have the courage to do something
lurk	to wait in secret
savior	somebody who rescues somebody from harm
info-laden	loaded with information
elicit	to cause a response
hammer out	to agree after prolonged discussion
spread the word	tell everybody
overseas	abroad
copy	here: to receive an email as CC