



# Enlightened Organizing

Monthly Newsletter September 2008

[www.sabrinasorganizing.com](http://www.sabrinasorganizing.com)

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This month we will discuss ways to send effective emails.

Feel free to forward this newsletter to your friends and family!

Any feedback would be greatly appreciated!

Enjoy!

Sabrina Quairolì

Professional Organizer/owner

## Quote of the Month

Good communication is as stimulating as black coffee and just as hard to sleep after.

**Anne Morrow Lindbergh**,  
*'Gift From the Sea'*

Source:

[www.quotationspage.com](http://www.quotationspage.com)

I grew up in a bilingual household in which the first language I spoke was Italian. This made it difficult for me to communicate in English as effectively as I would have liked. As a result of this, over the years, I have trained myself to edit my emails and letters more critically.

In recent months, I noticed in emails I received, a lack of clear communication from either the subject line or in the content of the email. As a result, emails are unread or misunderstood.

Take these steps before sending an email to improve your email effectiveness.

- **Make the subject specific.** What is the overall meaning of your email? These emails may be deleted by accident if it is too vague.
- **Check your grammar and spelling.**
  - Does everyone in the To: section need to receive this email?
  - Is any word misspelled or misused? Will there be a misunderstanding?
  - If there are several questions, use bullets or numbers for each question. Make the questions short and to the point.
  - Set up the automatic spell checker to check emails prior to sending. This will catch 95% of the spelling errors.
  - Is there meaning in your email? Does the email explain your request or issue?
  - If you are requesting information from the recipient, did you include a due date or complete by date.
  - Did you include all the information and link (s) the receipts need to know?
- **Determine what day of the week will work most efficiently for your recipient to receive and respond to emails.** Ask them when they check their email: once a day, once a week, or only on weekends. This will assist you in deciding when to send a request and when you should receive a response. Survey from [www.accountemps.com](http://www.accountemps.com) states that Business executives surveyed say Tuesdays are the most productive day of the week.

Sending an effective email is respectful to the recipient. I was told by my English Professor, years ago, when writing, always write, not for you, but for the reader. Write the way you would to a person who does not know you or what you are writing.

Have a Wonderful September!

Sabrina Quairolì

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## Survey Question

We are developing a new webpage for our new services (see right).

Please [email us](#) which subtitle you think best describes these services:

- *We maintain your organized life.*
- *We manage your organized life.*
- *Maintaining or Managing your quality of life.*
- *We Maintain Your Life, Home and Office.*

Thanks for the feedback!

## Our Services



Need ideas to organize your space, we offer **Solution Consultations**.

For **\$150.00**, you received a 1-2 hour consultation to discuss the goals for your space as well as an emailed Solutions Report detailing what we discussed to get your space organized with photos and links on where to buy the items. **No contract. Give this service as a Gift!**



**Need Help with day to day chores!** Whether for your personal or business, we offer **Part-Time Virtual Assistant, On-site Personal Assistant or Office Admin. Support.** Here are some examples of

needed services: Mail sorting and personal bill paying, Reconciling business and personal checkbooks, Setting up and tracking investment accounts, Small organizing projects, Accounts payable, Accounts receivable, Data entry, Creating and maintaining Filing systems, Typing documents (emails, letters, etc), Creating professional document in Microsoft Excel or Word, Website updates, Running errands, Researching information, Movie cataloging, Customized grocery lists, Customized household calendar design.

**Our fees are \$35.00 per hour (on-site work) and \$25.00 per hour (virtual and off-site work)! Mileage is included. [Contact us](#)**

Please remember this newsletter is for information purposes only and is intended to motivate you to get and stay organized. If you feel overwhelmed in any way in this organizing process, please consult a professional. Our address: 614 Stewart Road, Collegeville, PA 19426—484-686-1567. We respect your privacy. We do not sell or share our mailing lists. If you want to be removed from this mailing list or want to schedule an appointment, please feel free to email us at [inquiry@sabrinasorganizing.com](mailto:inquiry@sabrinasorganizing.com).