

# Counseling Corner

**THIS WEEK: November 18, 2020  
EMAIL ETIQUETTE**

## **5 THINGS YOU SHOULD KNOW**

- 1. **Format an email and use all necessary parts: addressee, subject line, salutation, body, closing, signature**
- 2. **Proofread for correct grammar and full sentences.**
- 3. **Clearly state the purpose of the email (didn't understand the homework, forgot the field trip form).**
- 4. **Know to save problems, complaints, and other issues for face-to-face discussion.**
- 5. **Avoid anything that might be considered rude (check the message over to make sure nothing could be misunderstood).**

**WHAT IS NEXT:**  
December 2, 2020  
Organizational Skills

## TIME MANAGEMENT REMINDER

- **Create a Master Schedule.**
- **Use an Agenda.**
- **Eliminate Distractions.**
- **Set Goals For Each Study Session.**
- **Start Working On Assignments Early.**
- **Make a Project Plan.**
- **Work On One Thing At A Time.**
- **Study In Shorter Bursts.**

