

## Control that email!: business skills

Brusino, Justin, author

Deskripsi Lengkap: <https://lib.ui.ac.id/detail?id=20441214&lokasi=lokal>

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### Abstrak

Email is the language of business today, but most organizations dont have a set of email rules that enable the quick, smart, and efficient use of email communication. Heres how to quickly learn about email business etiquette, increase your email efficiency, deal with email interruptions, and how to avoid legal woes that stem from email. Dont let email become a source of stress or a time waste that consumes up to one-third of your productivity.