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strategy

Email Tips  
and  
Strategies #5



## Email Tips and Strategies #5

If you enjoyed and learnt something from # 1-4, hopefully you will pick one or two things out of #5.

***“Just like in an athlete’s development, raw talent needs guidance and education to mature and make a positive impact. No athletic coach would let someone loose without coaching and mentoring. Why should you be any different in your business?”***

I have always believed in the old saying “You are never too old to learn”.

### Informal Email Sign-Off’s

- Thanks
- Thanks in advance
- Cheers
- Have a great weekend or Have a great Wednesday or whatever day it is.
- Talk Soon
- Looking forward to working together
- Excited to hear your thoughts

### Formal Email Sign Off’s

- Thankyou
- Thankyou for you time

### Sign Off’s to Avoid

- Kind Regards – Too unnatural
- Regards – Too unfriendly
- Sincerely – Too outdated

### Out of Office Replies Do’s and Don’ts

- Do: Include how long you are unavailable
- Do: Include other peoples contact details
- Do: Include Out Of Office in your subject line
- Don’t: Do this for one day.
- Don’t: Include a co-worker with informing them
- Don’t: Leave a novel just the information

## Your onsite and online Business Mentor and Professional Sales Coach