

## **Happy Emailing Conclusion Video Transcript**

- According to a study by McKinsey, the average worker spends about 2.6 hours on email per day. That's 13 hours a week, or more than 600 hours a year. And guess what. We can't get that time back. But we can make email less painful and more effective by being professional and courteous of our recipients' time. That's what most of these tips boil down to, creating a great personal brand by respecting others' time. Thanks for making the time to join me in this discussion of best practices for professional emails. Now that you've invested in your own professional development, you can start putting these practices to good use. And send your colleagues my way. I have several other courses in the library that will help you become a more effective communicator. Feel free to post questions about this or any other course in the Q&A feed and connect with me on LinkedIn. Until then, I wish you well and happy emailing.