

# Let the 'Subject Line' Save You Time

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**Pam Vaccaro, MA, CSP**

Why open e-mails if you and your colleagues can avoid it? When short messages are in order, use only the subject line:

- State your message in about 12 words and add (EOM). "End of Message" alerts the reader that there is no necessity to open the body of the e-mail.

*"Got your agenda suggestion, Tom. Thanks. (EOM)"*

Let your colleagues know up front what kind of response you'd like to your e-mails by using the subject line. Interoffice codes might include:

- NRN—no response necessary
- RR 11/20—Response Requested by November 20.

Your e-mail recipients won't mind responding to you communication, because you were clear and showed respect for their time.

*Pam Vaccaro, CSP is a professional speaker whose expertise in managing time and attention brings her before audiences internationally. She is a Certified Speaking Professional, the highest earned designation by the National Speakers Association. Her company Designs on Time challenges companies and associations to rethink traditional time management. She is most known for tailored programs and innovative ideas.*

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