



ALLIANT ADVISORS

FIND DIRECTION



The Navigator

Important Markers To Guide Your Way

June 2006

Welcome! As Alliant Advisors we have the passion to help our clients Find Direction for both business and personal goals. To support this promise we will continue to send you bits of helpful and useful information through e-mail to keep you up to date on any current changes, due date reminders or other information that may be relevant to your specific needs.

We hope you will enjoy and value this information. If you do not wish to receive this information by email please respond to this message and we will remove you from the list. For more information about any aspect of our services, visit www.alliant-advisors.com or call your local office.

The Alliant Team

Business E Mail Tips

Never handle sensitive issues through e mail. Communication through e mail may not be expressed as clearly as it should. Making a phone call or having face to face contact may be best. Stay clear of e mail when you are full of emotions.

After reading your emails and thinking you will respond later doesn't work. Later never arrives and now you have a mailbox full of important and unimportant mail. It is best to respond to your emails on a timely basis.

Before sending out an email, edit it down to short sentences, bullet points and try to be as concise as possible. When someone opens your email they should be able to know within 10 seconds or less what your message is about.

Know the rules of using email in your business world. Be aware of laws and regulations. Your customers expect your business to handle their data in a private and confidential matter.