

## Internet Charm School

Are you guilty of angry emails at 10pm after a night out? Do you trawl your way through your inbox looking for an opportunity for righteous vengeance? Sometimes we need to step away from the computer, but in case you can't write a checklist of questions to establish whether you need to switch off the computer:

### Internet Charm School Checklist

Are you drunk?

Are about to have a heart attack from rage?

Are you ccing your entire department?

Are you trying to work out how to BCC the CEO of your company?

If you have answered yes to either of those questions – SWITCH OFF the phone and computer RIGHT NOW.

If you have not answered yes to either of the questions above, what advice would you give yourself before sending your email?

Imagine your email being published in the local paper.

What would the cutie sitting opposite you think if they saw this email?

What would your mum say?

Fill in here.....

My internet office hours are.....

I will not respond to emails when.....

I will switch off my phone.....

I will not give my personal contact details to.....

Now print this out and put it above your computer at work.

**Note about texting:** just don't. Don't text for work. Don't text about anything you either love or hate or anything that has any meaning to you whatsoever.