

Avoid Sending Emails Unintentionally

Written by Steve Marr
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I received an email the other day that read like a cold temperature of 25°. My first inclination was to type a harsh response justifying my situation and explaining why my “opponent” was completely off target. Instead I employed a strategy I’ve used to respond differently, even though it is hard.

King Solomon wrote, “Fools give full vent to their rage, but the wise bring calm in the end.” (Proverbs, 29:11, NIV)

When drafting a difficult email, particularly when frustrated, I draft my response in a Word file. This keeps me from inadvertently hitting send too early in a way that may embarrass myself or harm my ministry or business situation. I’ve heard of too many circumstances where someone hit the send button inadvertently and gave the sender good reason to regret the move.

By using a Word file, we can be more careful with our wording and avoid grammatical errors that may alter the intent of our communication

Another advantage of this method is that it allows time to rethink the situation. After reviewing the draft, I am ready to insert it into an email. Then, when I hit the send button; I can be sure that I have addressed my response in a professional and helpful way.