

Start Date: 6/11/09

Email Audit Worksheet

Monday		Tick Marks	#
Must Take Action	Today		10
	After Today		5
Must/Should Read			17
Want to Read/File			2
Delete or file w/o reading			4
Unsubscribed	1		2
Total Received			38
Total Sent			11

Tuesday		Tick Marks	#
Must Take Action	Today		6
	After Today		1
Must/Should Read			12
Want to Read/File			0
Delete or file w/o reading			7
Unsubscribed	2		2
Total Received			26
Total Sent			11

Wednesday		Tick Marks	#
Must Take Action	Today		13
	After Today		1
Must/Should Read			20
Want to Read/File			3
Delete or file w/o reading			13
Unsubscribed	4		4
Total Received			50
Total Sent			26

Thursday		Tick Marks	#
Must Take Action	Today		8
	After Today		1
Must/Should Read			18
Want to Read/File			2
Delete or file w/o reading			18
Unsubscribed	5		5
Total Received			47
Total Sent			21

Friday		Tick Marks	#
Must Take Action	Today		7
	After Today		0
Must/Should Read			12
Want to Read/File			3
Delete or file w/o reading			10
Unsubscribed	3		3
Total Received			32
Total Sent			19

Weekly Total		Tick Marks (if applicable)	#	%
Must Take Action	Today		44	22.8
	After Today		8	4.1
Must/Should Read			79	40.9
Want to Read/File			10	5.2
Delete or file w/o reading			52	27.0
Unsubscribed	15		193	100.0
Total Received			193	
Total Sent			88	