

# Email Worksheet

<b>Monday</b>		<b>Tick Marks</b>	<b>#</b>
Must Take Action	Today		
	After Today		
Must/Should Read			
Want to Read/File			
Delete or file w/o reading			
Unsubscribed			
		<b>Total Received</b>	
		<b>Total Sent</b>	

<b>Tuesday</b>		<b>Tick Marks</b>	<b>#</b>
Must Take Action	Today		
	After Today		
Must/Should Read			
Want to Read/File			
Delete or file w/o reading			
Unsubscribed			
		<b>Total Received</b>	
		<b>Total Sent</b>	

<b>Wednesday</b>		<b>Tick Marks</b>	<b>#</b>
Must Take Action	Today		
	After Today		
Must/Should Read			
Want to Read/File			
Delete or file w/o reading			
Unsubscribed			
		<b>Total Received</b>	
		<b>Total Sent</b>	

<b>Thursday</b>		<b>Tick Marks</b>	<b>#</b>
Must Take Action	Today		
	After Today		
Must/Should Read			
Want to Read/File			
Delete or file w/o reading			
Unsubscribed			
		<b>Total Received</b>	
		<b>Total Sent</b>	

<b>Friday</b>		<b>Tick Marks</b>	<b>#</b>
Must Take Action	Today		
	After Today		
Must/Should Read			
Want to Read/File			
Delete or file w/o reading			
Unsubscribed			
		<b>Total Received</b>	
		<b>Total Sent</b>	

<b>Weekly Total</b>		<b>Tick Marks (if applicable)</b>	<b>#</b>	<b>%</b>
Must Take Action	Today			
	After Today			
Must/Should Read				
Want to Read/File				
Delete or file w/o reading				
Unsubscribed				
		<b>Total Received</b>		100.0
		<b>Total Sent</b>		