# Before pressing "Send"

|  |  |
| --- | --- |
|  | Does this e-mail message make sense? Are the actions clear and do they have owners? |
|  | Does the e-mail message meet the MPS P.A.S.S test? |
|  | What is the **purpose** of this communication? |
|  | What **action** is involved and does it have a due date? |
|  | What **supporting** information does the recipient need? |
|  | Has the communication been effectively summarized in the **subject line**? |
|  | Is the message well-written? Is it concise while providing enough data for action to be taken or decisions made? |
|  | Do the links in the message work? Are the attachments included? |
|  | Is the e-mail message being sent to the correct recipients (not too many and not too few)? |
|  | Does everyone on the To line have an action to take? |
|  | Has the message been re-checked for grammar, spelling, and use of jargon? |