

To: Tim McArthurton

From: Me [New Intern]

Subject: Re: Revise, ASAP! Yay WEekend.

Hey Tim!

It's always a pleasure to receive your witty office humor, even on email! It adds personality and flair to your communication and brightens everyone's day. However, this topic is a little serious, so I chose to make the email more focused on the issue at hand and focused on the core message.

Here's the revised email...

SUBJECT LINE: Improving Our Team's Office Focus

Hello and Happy Friday Sales Team!

Recently, the CEO visited our Carrollton and McKinney offices and unfortunately, he noticed a trend of many of our sales team members not focused on hitting their goals during work hours. Doing things like online shopping is distracting from the goals that we should all be striving to blow out of the water! The CEO was concerned by what he saw, so I'd like to figure out how to keep us all on track. For that, I'd like your feedback.

There are some core questions at play here:

- Should social media and online shopping be allowed at all?
- Should there be breaks designated for phone use?
- Should employees' screens be monitored to ensure productivity?
- Should internet access be limited during specific hours to focus on sales activities?

I would LOVE all y'all's feedback on these questions. I understand that we all have personal things going on, so I'd like to find the balance with allowing that leeway for your personal issues while keeping us focused, efficient, and excellent!

Here are some of my own ideas and how we'd enforce any sort of policy, and I'd also like y'all's feedback on these:

- A centralized screen displaying employees' desktops.
- Implementing phone lockups or restrictions to prevent distractions.
- Setting reminders or notifications to limit personal activities.

If you have other ideas for enforcement, or any other thoughts regarding this issue, feel free to reply (not reply all!) to this email with your thoughts!

Best,
Tim McArthurton

P.S: Please also avoid using your phone while driving. Not only is distracted driving **illegal** in Texas, it's also not a good look for our clients, and makes them feel unsafe!

Let me know what you think of this revised email! I broke it down to the core message, while laying out specific questions that we'd like feedback on, and I kept it lighthearted, in your signature style.

Best,
Carson Smith