

Take Back Time: Managing Your Email

Handout # 2 Slide # 13

A Sample

From: Summer Scott, Principal
To: All staff
Cc:
Subject: Action: Professional Development Plan –
Attach: PD Plan template

Reply: RTMO

Hi Team—Thanks to all who worked on the PD Plan.

Action: Please complete and submit your professional development plan to me by 5:00 PM on May 30, 2009.

Background:

- Remember to
 - Use the template provided.
 - Use specific and measurable goals.
 - Send it electronically. (No paper copies will be accepted)
- If you need to review the instructions for completing the plan, go to the campus website and click on Professional Development Guidelines.
- Check in with your department leader to assure alignment with content goals.

Close:

If you have questions, email me before May 15 or I will assume you have all you need to complete this form.

Summer Scott, Principal