

How to write a polite reminder email?

When following up on an e-mail:

I usually forward the original e-mail to the original recipient, with some added text at the top.

```
Hello [Name],  
Have you had time to look into this?
```

```
Kind Regards,  
...
```

```
Forwarded message:  
From: .....  
Date: ...  
Subject: ...  
To: ...  
...
```

Friendly Reminder Email Sample

Sophia Charlotte Volk

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the name bar.

Friendly Reminder Email Sample:

Ethics and Decision-Making for Sustainable Business Practices Oncioiu, Ionica, 2017-12-15 Alongside increasing demands for transparency and accountability business governance is transforming due to decades of economic turmoil regulatory reform and technological change There is now a holistic approach to this concept as it is no longer just about running companies and organization efficiently Ethics and Decision Making for Sustainable Business Practices is a critical scholarly resource that examines issues of sustainability ethics governance and cultural influence in the business world Featuring coverage on a broad range of topics such as entrepreneurship cost management environmental business and cultural diversity this book is geared towards managers leaders researchers and organizations interested in the integration of sustainable business practices **The 12-Hour Author** Noah Charney, 2025-02-18 Are you interested in getting published and earning money as a writer Whether your focus is books or articles there are all manner of tricks of the trade that most writers have to learn the hard way on their own through trial and error if they learn them at all From how to write a book proposal to pitching to editors from great openings to how to get paid and read contracts the logistics of how to be a writer are rarely taught even in creative writing programs and in how to write books The 12 Hour Author lifts the veil and invites the reader in on the secrets of successful writers both from the angle of how to write well but also and almost uniquely among books on the subject the practical elements of how to work as a writer The author is a Pulitzer nominee who has published more than twenty books including international best sellers and hundreds of articles for major publications including The Guardian and The Washington Post Divided into 12 chapters if you re willing to commit as little as 12 hours to learning this craft you ll have all the tools you ll need Green Business: Concepts, Methodologies, Tools, and Applications Management Association, Information Resources, 2019-02-01 The issues of sustainability and corporate social responsibility have become vital discussions in many industries within the public and private sectors In the business realm incorporating practices that serve the overall community and ecological wellbeing can also allow businesses to flourish economically and socially Green Business Concepts Methodologies Tools and Applications is a vital reference source for the latest research findings on the challenges and benefits of implementing sustainability into the core functions of contemporary enterprises focusing on how green approaches improve operations Highlighting a range of topics such as corporate sustainability green enterprises and circular economy this multi volume book is ideally designed for business executives business and marketing professionals business managers academicians and researchers actively involved in the business industry *A Therapist's Guide to Writing in Psychotherapy* Michael D. Reiter, 2023-06-29 This guide practically aids mental health professionals in understanding and improving their therapeutic and academic writing demonstrating how the written word is an invaluable tool to document assess and promote change with those in and outside the therapy room Exploring the various ways writing occurs in psychotherapy professions Michael D Reiter comprehensively covers the range of the written word from progress

notes and assessment documentation to journaling and therapeutic letters as well as contacting larger systems such as report writing and grant applications Chapters are formatted to include the purpose and function of a particular type of writing before providing multiple examples so therapists can apply this in their own practice This book aims to help all therapists regardless of academic training or therapeutic modality to incorporate these ideas into their work This book is designed for mental health professionals in a variety of settings including counselors therapists social workers family therapists and clinical psychologists This book is useful for graduate students as well as those already in practice

Advances in Library Administration and Organization Delmus E. Williams, Janine Golden, 2011-07-11 Contains articles describing efforts at cooperation and collaboration within the library profession This title includes scholarship that illustrates both concepts defined in one of the chapters as terms often used loosely to describe relationships among entities or people working together

Comparative Communication Research Sophia Charlotte Volk, 2022-02-01 Comparative research has gained enormous popularity in communication and media studies in the last two decades and is increasingly conducted in international research teams Collaboration with scholars from different countries brings many advantages but it is also prone to conflict Sophia Charlotte Volk presents the first systematic reflection on the conceptual methodological and social challenges of international collaborative and comparative studies in communication science A systematic review of comparative studies and expert interviews with communication scholars shed light on how challenges manifest themselves empirically and what solutions have proven to be appropriate The book proposes a phase model of collaborative and comparative research that can serve as a guide for scholars on what conditions should be created for productive collaboration in temporary research projects

Funded! Lucy Gent Foma, 2016-01-26 An essential guide for students teachers professionals artists and anyone who yearns to travel and work for a better world Ken Carpenter PhD You don't have to be an extraordinary student to get fellowships and pursue your passions All it takes is strategic planning and a fellowship writing skillset Funded tells the story of how an average student went on to win a Fulbright among other scholarships fellowships and grants to travel the world and pay for her Ivy League education As a step by step guide taking you from the phase of dreaming about your project all the way to finding the right fellowship and preparing your application Funded makes the process manageable by breaking it into steps that anyone can follow If you are looking for an inspiring career or want to activate a dormant passion in your work Funded will teach you the foundational skills to become the change agent you want to be And for those who want to take time off from their regular job or switch careers adding a grant scholarship or fellowship to their resume can help Funded tells you how to become the competitive applicant that these scholarship committees look for including tips from actual Fulbright reviewers

You Turn Ashley Stahl, 2021-01-26 If you're thinking about buying this book it's probably because it feels like something's missing in your career Guess what It could be YOU Whether you're living for the weekends or counting the minutes until 5 pm every day life is too short to wish it away

because you feel stuck in your job The good news is that you have the power to stop living on autopilot and turn your career around Follow your passion find your purpose and do what you love have joined the parade of bland directives that aren't doing much to actually help you figure out what you're meant to do with your career Instead they only create more confusion If all we had to do is follow our bliss why aren't we blissful yet The truth is the best career is not one where you only do what you love but one where you honor who you are In You Turn counterterrorism professional turned career coach Ashley Stahl shares the strategies she's used to help thousands ditch their Monday blues get clarity on what work lights them up and devise an action plan to create a career they love This book gives readers access to Stahl's coveted 11 step roadmap that has guided thousands of coaching clients in 31 countries to self discovery and success Throughout her process you'll Discover your Core Skillset Uncover your gifts and talents to create an intentional career path that's fulfilling and aligned with who you are and what you're good at Understand your Inner Money Blueprint Discover the root of your money mindset and how to break free of financial limitation Clarify your Core Interests Identify the difference between a passion gift and calling so you can get clear on what's meant to be a hobby and what's meant to be a career Become your own coach Walk away with a unique set of tools for staying true to your best self in times of stress frustration or anxiety Whether you're considering a career pivot or just curious about what else is possible for you it's time to make a you turn to get unstuck discover your true self and thrive not just survive in your career

ChatGPT for Project Managers Jade Summers, ChatGPT for Project Managers Elevating Efficiency and Decision Making In the fast paced world of project management staying ahead of the curve is essential ChatGPT for Project Managers Elevating Efficiency and Decision Making is your ultimate guide to harnessing the power of artificial intelligence to streamline your workflows optimize data analysis and support critical decisions This comprehensive guide is tailored for professionals in Business Finance or Professional Technical domains offering practical and actionable insights to embed AI into your project management practices Key Highlights Transformative AI Tools Learn how ChatGPT can automate routine tasks saving you time and reducing your cognitive load Data Driven Decisions Discover how to leverage AI for predictive analytics and risk management to enhance project outcomes Enhanced Communication Utilize NLP tools to improve team collaboration and communication Real World Applications Explore case studies and real world examples of AI integration in project management Future Proof Your Skills Stay ahead with insights into the latest advancements in AI and project management Unlock the full potential of ChatGPT and elevate your project management efficiency today

Blackwell's Five-Minute Veterinary Practice Management Consult Lowell Ackerman, 2020-01-09 Provides a quick veterinary reference to all things practice management related with fast access to pertinent details on human resources financial management communications facilities and more Blackwell's Five Minute Veterinary Practice Management Consult Third Edition provides quick access to practical information for managing a veterinary practice It offers 320 easily referenced topics that present essential details for all things practice management

from managing clients and finances to information technology legal issues and planning This fully updated Third Edition adds 26 new topics with a further 78 topics significantly updated or expanded It gives readers a look at the current state of the veterinary field and teaches how to work in teams communicate with staff and clients manage money market a practice and more It also provides professional insight into handling human resources in a veterinary practice conducting staff performance evaluations facility design and construction and managing debt among other topics KEY FEATURES Presents essential information on veterinary practice management in an easy to use format Offers a practical support tool for the business aspects of veterinary medicine Includes 26 brand new topics and 78 significantly updated topics Provides models of veterinary practice challenges to the profession trends in companion practices and more Features contributions from experts in veterinary practice human resources law marketing and more Supplies sample forms and other resources digitally on a companion website Blackwell s Five Minute Veterinary Practice Management Consult offers a trusted user friendly resource for all aspects of business management carefully tailored for the veterinary practice It is a vital resource for any veterinarian or staff member involved in practice management

Homework, Learning and Academic Success: The Role of Family and Contextual Variables Antonio Valle,Susana Rodríguez,Pedro Rosário,Mar Lorenzo Moledo,2020-02-24 The main purpose of this Research Topic is to analyze and identify the main family and contextual variables that are involved in the process of carrying out homework This will require studying the role played by teachers students and families in order to ensure that schoolwork is a useful learning tool Although the role of the student is obviously crucial in homework research has focused on the cumulative time spent by the student carrying out homework However the time spent on homework is not in itself evidence of the student s involvement nor is time spent indicative of quality time Indeed an excess of time can sometimes denote low competence in a field of knowledge while spending less time on homework could be indicative of high competence It is more likely that a high dedication of time spent on homework reflects high motivation or comprehension deficits rather than commitment to learning or academic motivation In tandem with the role of the student teachers as responsible for prescribing homework assignments for students also become central players in the process of completing homework assignments The decisions that teachers make about homework prescriptions and the amount and type of tasks they set will determine to a large extent the quality of the homework process including the student s motivation and the student s level of engagement with homework Furthermore the fact that homework is useful interesting and motivating for students will depend on how the teacher prescribes those tasks and the connection established with classroom learning Teacher feedback also acquires particular relevance for this point by helping the students to accurately estimate the quality of their progress and overcome the difficulties they may have encountered in carrying out their homework Lastly the effectiveness of teacher feedback depends on its contribution to the student s educational progress and how that student will perform in the future In addition to the student who performs the task and the teacher who prescribes and corrects it we must not lose sight of

parents role Although there are discrepancies regarding the role that parents play in relation to homework it is evident that their implication has important consequences not only on the final result of those tasks but also on the very process of carrying them out Everything seems to indicate that the family environment and more specifically the support and feedback provided by parents is a factor that can determine the involvement of students in school duties In this way providing emotional support encouraging children to get involved can contribute positively to improving their motivation and interest in the performance of homework The objective of this Research Topic is to provide researchers and professionals in psychology and education settings with some of the most recent empirical evidence regarding the homework process its prescription and correction Overall we aim to cease making homework a source of conflict and controversy at the socio educational level in order to provide useful instruments for improving the quality of student learning This work was developed with the financing of the research projects EDU2013 44062 P MINECO EDU2017 82984 P MEIC

Handbook of Research on Artificial Intelligence and Knowledge Management in Asia's Digital Economy Ordóñez de Pablos, Patricia,Zhang, Xi,Almunawar, Mohammad Nabil,2022-11-11 Artificial intelligence AI and knowledge management can create innovative digital solutions and business opportunities in Asia from circular and green economies to technological disruption innovation and smart cities It is essential to understand the impact and importance of AI and knowledge management within the digital economy for future development and for fostering the best practices within 21st century businesses The Handbook of Research on Artificial Intelligence and Knowledge Management in Asia s Digital Economy offers conceptual frameworks empirical studies and case studies that help to understand the latest developments in artificial intelligence and knowledge management as well as its potential for digital transformation and business opportunities in Asia Covering topics such as augmented reality Convolutional neural networks and digital transformation this major reference work generates enriching debate on the challenges and opportunities for economic growth and inclusion in the region among business executives and leaders IT managers policymakers government officials students and educators of higher education researchers and academicians

Work That Counts Richard Lee,2020-12-08 One of Silicon Valley s top leadership trainers distills his proven framework that has empowered teams at the world s most innovative companies from Google and Facebook to Cisco Systems and biotech giant Genentech Roche to do the best work of their lives Richard Lee has worked with thousands of ambitious leaders and their teams and has found that they all share the same frustration Whether it s because of communication breakdowns or increasing complexity people at every level of an organization feel like their results fall short of their expectations even though they are putting in a lot of effort Management gurus will tell you that you need to overhaul your entire organization in order to maximize its full potential but that is simply not true You only need to give your people the tools to succeed inside it The framework outlined in Work That Counts draws on examples from teams he has worked with at the world s most cutting edge disruptive companies and provides practical solutions to the problems that hold people

back in nearly every organization Among other critical skills you ll learn How a team leader can hold team members accountable without micromanaging and what team members need to do concurrently to earn the team leader s trust How to get support for your objectives from other teams even when they don t report to you or your division or your business unit How to partner with others within your team and on other teams to achieve the results you want Work That Counts is a commonsense yet groundbreaking guide filled with assessments and real world examples that will empower organizations to make the most of their people and become more than the sum of their parts [The Complete Guide to Becoming an Autism Friendly Professional](#) Robert Jason Grant,Linda Barboa,Jan Luck,Elizabeth Obrey,2021-07-28 Based on the award winning Autism Friendly Training Program created by the non profit organization STARS for Autism this book empowers the everyday professional to a better understanding and skill in working with interacting with serving and teaching children and adults who have autism spectrum disorder ASD After a thorough explanation of ASD and how it affects children adults families and communities this guide describes the Autism Friendly Training Program and gives the reader insight into what it means to become autism friendly and to be an autism friendly training presenter This text will enable those who are neurotypical to gain insight into the person the stories and the lives of those with ASD It is a guide to understanding autism at a deeper level to enable relationship and support processes that define being autism friendly Providing the needed information tools and confidence to be autism friendly this book will be beneficial to any and all businesses organizations groups communities families and individuals who work with serve interact with teach parent and experience life with an autistic person

Logistics Outsourcing Relationships Jan M. Deepen,2007-06-13 In recent years logistics outsourcing has gained increasing importance and today is used by a large number of firms across virtually all industries worldwide Logistics service providers have developed a wide array of services that are utilized to improve logistics processes and mainly to cut costs This book uses state of the art scientific methods to reveal that most firms currently do not realize the full potential of logistics outsourcing It shows the complexity of outsourcing performance and that its true drivers lie in the relationship between service providers and their customers Through the results of a large scale empirical survey the book also emphasizes the importance of a firm s approach towards outsourcing solely striving for cost reductions may be a dead end while the often overlooked increased logistics service levels are equally important for boosting logistics performance In the light of current outsourcing practices this indicates substantial room for improvement for most firms **AI for Daily Life: 50 Simple Ways Artificial Intelligence Makes Everyday Living Smarter** Dizzy Davidson,2025-07-23 Practical AI for Everyday Living 50 Smart Ways to Simplify Secure and Supercharge Your World If you ve ever scrambled to remember appointments or if you ve stayed up late wrestling with to do lists this book is for you If you dread mundane chores and crave more free time this book is for you If you wish your home could think for itself keeping you safe saving money and streamlining your life this book is for you Welcome to your ultimate guide to AI in everyday life 50 chapters packed with tips tricks step by step guides real life

stories illustrations and clear examples Whether you re a tech beginner or the family go to gadget guru you ll learn how to harness AI to solve the daily headaches that steal your time and peace of mind Inside you ll discover how to Master AI Assistants Wake up with Siri or Alexa prepping your day handling reminders alarms and grocery lists hands free and fuss free Automate Chores Deploy robot vacuums smart thermostats and automated pet feeders that learn your habits so you never vacuum adjust the heat or worry about Fido s dinner again Plan Meals Like a Pro Use AI grocery apps to track your pantry suggest recipes and generate optimized shopping lists in seconds Stay Secure Arm your home with AI driven security cameras doorbells and sensors that distinguish family pets and genuine threats cutting false alarms to zero Predict the Weather Get hyperlocal storm and flood alerts powered by AI models that process satellite radar and historical data for minute by minute accuracy Optimize Sleep Track sleep stages adjust mattress firmness and tune bedroom temperature automatically so you wake up refreshed PLUS Real world case studies from a busy mom who reclaimed her mornings to a college student whose grades soared after fixing her sleep schedule Packed with easy to follow diagrams sidebars and checklists every chapter hands you practical steps you can apply today Stop letting life s small tasks steal your joy Transform your home and habits with AI as your partner so you can focus on what truly matters GET YOUR COPY TODAY

Research Methods for Sports Studies Ian Jones,2022-02-28 Research Methods for Sports Studies is a comprehensive engaging and practical textbook that provides a grounding in qualitative and quantitative research for students studying programmes related to sport and physical activity Leading the reader step by step through the entire research process from identifying a research question and collecting and analysing data to writing and presenting the research report the book is richly illustrated throughout with sport related case studies and examples from around the world Research Methods for Sports Studies is designed to be a complete and self contained companion to any research methods course and contains a wealth of useful features such as highlighted definitions of key terms all new case studies from active researchers and practical research exercises Now in a revised and updated fourth edition and in full colour for the first time the book features expanded coverage of key topics such as online research data visualisation image analysis source evaluation mixed methods and the philosophical foundations of research It also includes new material on the challenges of researching during a pandemic and reflects on the importance of diversity and inclusion from feminist and indigenous methodologies to increased diversity of cases and researcher voices This is an essential read for any student undertaking a dissertation or research project as part of their studies in sport exercise and related fields including sport management sport development the sociology of sport sport marketing sport related tourism sport coaching physical education and other similar degrees Additional online material is available for students and instructors including web links multiple choice revision questions PowerPoint slides and additional learning activities for use in and out of class

Putting the Pieces Together , Lee A. Westberry,2020-08-04 In Putting the Pieces Together A Systems Approach to School Leadership the author addresses the

need for systems planning in school administration in an effort to assist principals and district leadership in the face of changing demands In doing so this describes the first two of the four major systems needed for effective school leadership Curriculum and Instruction and Teacher Support Systems This book will not only outline these systems and all of their component parts but will provide a how to approach to develop each system In addition a system for progress monitoring will be described and explained Materials such as forms will be provided throughout as well as questions at the end of each chapter for reflection and planning Creating these systems not only makes a principal s job more manageable thus preventing burnout but also helps to put the focus where it belongs Aspiring leaders sitting principals and district officials will benefit from this system design in order to maximize effectiveness teacher satisfaction and student achievement *The Handmade Marketplace, 2nd Edition* Kari Chapin,2014-05-30 Make money doing what you love Kari Chapin s insightful and inspiring guide to turning your crafting skills into earned income has been completely revised and updated The Handmade Marketplace is filled with proven techniques that can help you brand your business establish a client base sell your products and effectively employ all aspects of social media Learn how easy it is to enjoy a lucrative career while leading the creative life you ve always craved *Business Letter and E-mail Writing: An Indexed Handbook* Bruce A. Hird,2019-05-16 This book is a collection of nearly 250 shortened or adapted business letters that were actually emailed faxed or posted While the letters vary in complexity and length all samples are comprised of straightforward sentences that upper intermediate readers of English as a second language should have no difficulty understanding and using The book should also be useful for native English speakers seeking a fundamental approach to written business communication and for teachers in need of business writing source material and exercises The book is divided into three parts Part 1 Letter samples and answers to the exercises usually letter revisions Part 2 Exercises original letters situational assignments and sequencing assignments Part 3 Hotel and travel matters

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