

*SOC 4650/5650: Exercise 01b - Your Email  
Workflow*

*Christopher Prener, Ph.D.*

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*Directions*

Begin by listing in a list structure (Step 1, Step 2, Step 3, etc) the steps you take to process your email inbox. List them below. On the back of this sheet, try to diagram this process using boxes and arrows.

*Part 1: Your Approach to Email Processing in List Form*

*Part 2: Your Approach to Email Processing in Diagram Form*