

EMAIL MANAGEMENT TRACKER						
Date Received	Sender's Name	Subject Line	Priority	Status	Follow-up Date	Note
01/09/2025	John Carter	Invoice Payment Confirmation	High	Responded	N/A	Send Receipt
02/09/2025	Sarah Lopez	Marketing Proposal Review	Medium	Pending	05/09/2025	Awaiting client decision
03/09/2025	David Kim	Team Collaboration Request	Low	Archived	N/A	Not relevant now
04/09/2025	Emily Watson	Travel Itinerary Approval	High	Pending	06/09/2025	Needs urgent response
05/09/2025	Richard Williams	Unfinished Project	Medium	Pending	08/09/2025	Share Reports
	Prepared By Freener					