| <ul><li>Fire Alarm Drill -</li></ul>                                      | 1 |
|---|---|
| • Email from a CEO -  | 2 |
| <ul> <li>Late payment notification -</li> </ul>                           | 2 |
| <ul> <li>Insurance renewal letter (insurance due to renew in 2</li> </ul> |   |
| weeks) -  | 3 |
| <ul> <li>RSVP for a wedding -</li> </ul>                                  | 3 |
| <ul> <li>SMS asking for confirmation for a Dr appointment -</li> </ul>    | 3 |
| <ul> <li>Send document to colleague to read on plane - flight</li> </ul>  |   |
| about to leave -  | 1 |
| • Junk email -  | 4 |