

5

Make Responding Easy



1. Simplify the steps required to act
2. Organize key information needed for action
3. Minimize the amount of attention required

Go to www.writingforbusyreaders.com to order Writing For Busy Readers, by Rogers and Lasky-Fink.
The website also has information on the AI email editing tool, scheduling trainings, and more.

© Todd Rogers and Jessica Lasky-Fink, 2023; team@writingforbusyreaders.com