

Do You Know The Five E-mail Mistakes That Could Destroy Your Career?

Are you prepared to protect yourself?

Thank you for your interest in The Guardian Series training products and services. This information is just a sample of the topics discussed in my **Five E-mail Mistakes That Could Destroy Your Career** seminar and video. To learn more about how you can avoid legal liability when using 21st Century communications, visit www.guardianseries.com or call 954-748-7698.

When you commit these mistakes, you are risking your career, your finances and your reputation. Most of us are guilty of one or more of these – we just haven't been caught!

The Five E-mail Mistakes That Could Destroy Your Career. . .

#1 – Sharing your opinions, starting gossip or commenting on issues that are legal time bombs.

#2 – Forwarding that great joke, risqué picture, company memo or customer list.

#3 – Forgetting who pays for your computer, e-mail address and time.

#4 – Feeling that you are alone in your office, on the road or from a home office and no one will ever know.

#5 – Hitting the DELETE button.

Ordinary e-policy policies are inadequate. Training is the most cost-effective way to protect yourself from the financial and personal liability that can result from any of these 5 mistakes!

The Guardian Series: **Five E-mail Mistakes That Could Destroy Your Career** addresses

- What you should NEVER SAY in an e-mail.
- Why an “electronic water cooler” attitude can COST YOU YOUR JOB.
- How ownership responsibilities can MAKE YOU LEGALLY LIABLE for the actions of others.
- Why e-mail PRIVACY is only an ILLUSION.

I highly recommend employers and employees attend a Guardian Series seminar in your area. Seats are reserved on a first-come-first-serve basis so I urge you to register promptly.

Larger companies may be interested in scheduling an on-site seminar for all their employees. Call me for information on these face-to-face seminars at 954-748-7698.

Too busy to attend a seminar? Order my video presentation – one hour and \$97 can help you avoid these five costly e-mail mistakes. Visit www.guardianseries.com/videos.html to place your order today.

I look forward to seeing you at my next seminar.

Mark Fiedelholz, Esq.
Effective Communications, Inc.
Mercede Executive Park
1802 N. University Drive #279
Plantation, FL 33322