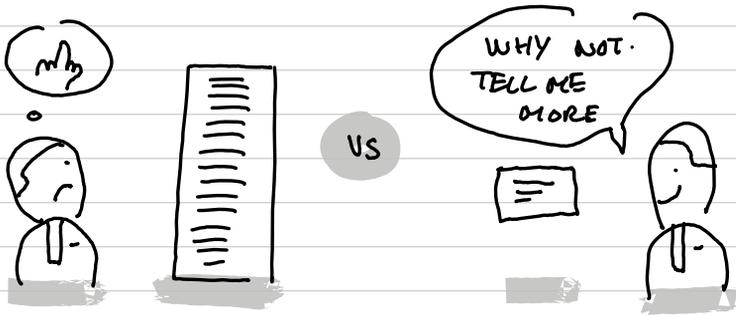


Why the length of your message matters?

In short: when you ask someone for help it shouldn't feel like a lot of work to give a first: yes tell me more or no thanks answer.



I'm both on the side of the person that makes a lot of requests (to invite guests to courses, webinars, conferences) and gets a lot of requests.

As much as time is a currency of respect in Swiss work culture, writing short request messages feels to me to be a currency of respect for many busy professionals.

My goal when I send a request is that the person can quickly tell me:

- Sounds interesting tell me more about ...
- No thanks
- All good send me the calendar invite with the details

My mate Romain Pillet often followed the 4-sentences email rule. I feel such a rule can be a great help when crafting a request message.

A short request message shows that you put the work and effort to choose every word.

This obviously reminds me of the writer who wrote a long letter to a friend and said: "sorry I was in a hurry, so this message is pretty long".

Backstage of this article

This article was written and illustrated on a refurbished Remarkable II tablet. You can download the original note below if you are curious.