

3 PT-Never again forget to send an attachment with a mail!

(Productivity tools will feature cool features which help in increasing productivity, which i have tried and tested)

Tool: Simple idea to ensure you don't say "Oops! i forgot to send the attachment" again

How to do it:

Write the mail in the following order:

- Attachment
- Message body
- Subject
- Addresses

This way attachment gets done first!

Source: PCworld

I'm using it- are you?

You can forget about forgetting if you do!

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