

Internal Email Effectiveness Survey

Department

Your Role

How often do you check your work email?

- ☐ Multiple times a day ☐ Once a day ☐ Few times a week ☐ Rarely

Do you feel the internal email communication is:

- ☐ Very effective ☐ Somewhat effective ☐ Neutral ☐ Ineffective

On average, what percent of internal emails do you fully read?

What are your main challenges with internal emails? (Check all that apply)

- ☐ Too many emails ☐ Not always relevant ☐ Unclear content ☐ Poor timing ☐ Other

How can internal email communications be improved?

Additional comments