

Original Message

From: Assistant
Date: October 27, 2022 at 14:31:21 GMT+2
To: Michael Wenderoth

Subject: Alison Edits + Weekly Agenda + Additional notes

Hi Michael,

I apologize for the delayed turnaround with this episode. I really enjoyed it and found it hard to cut a lot of material. The edits are [here](#) and the draft of the show notes is [here](#) (I underlined a couple of show notes I had trouble with).

Also, here is the [weekly schedule](#). Are we still meeting at the normal time tomorrow? If you are too busy to meet, I would be open to corresponding about this week's tasks over message.

Also, the PDF of this week's invoice is attached.

Please let me know if you have any questions. Hope you are enjoying your trip!

- 1) Should probably have been 3 separate emails
- 2) I would hope you got more advanced notice about the delay. Telling in advance is much better than missing a deadline and saying sorry after it is late.
- 3) If combined
 - a. Improve formatting
 - b. State the key messages
 - c. Label questions & actions

Revised Message

From: Assistant

Date: October 27, 2022 at 14:31:21 GMT+2

To: Michael Wenderoth

Subject: Podcast update, invoice, & key events to prepare for this week

Hi Michael,

Here's an update on the podcast editing and the key events you need to prepare for this week. There are also a couple of questions and a request for you to reply to. Thanks.

Podcast edit

I apologize for the delayed turnaround with this episode. I really enjoyed it and found it hard to cut a lot of material. The edits are [here](#) and the draft of the show notes is [here](#) (I underlined a couple of show notes I had trouble with).

REQUEST: Please review the edit notes and tell me if anything should be added back into the episode

Key events this week

Here is the [weekly schedule](#). You have a full week and need to be aware of these important events ...

- [insert list]

Question: Are we still meeting at the normal time tomorrow?

If you are too busy to meet, I would be open to corresponding about this week's tasks over message.

Invoice

The PDF of this week's invoice is attached.

Request: Please process and pay this before [DD/MM/YY] – thank you.

Please let me know if you have any questions. Hope you are enjoying your trip!

Assistant