Subject: We Need Your Thoughts on Our New Online Policy

Hey Team,

I hope you’re all doing well and gearing up for a fantastic weekend!

As many of you know, our CEO visited both the Carrollton and McKinney offices last week. It was wonderful to see her, and she brought some fresh insights that I believe could really help us enhance our work environment. During her visit, she observed a few behaviors that made her think we might need to reassess our approach to social media and online shopping while we’re on the clock.

I completely understand that we all want to maintain a fun and relaxed atmosphere at work, but it’s equally important that we stay focused on our sales goals. Finding that balance can be tricky, and I want to ensure we’re all on the same page moving forward.

To that end, I’d love to get your input on a new policy we’re considering. Here are a few questions to help spark your thoughts:

* How can we balance work responsibilities with the online activities we enjoy? It’s important to enjoy our breaks while also being mindful of our work time.
* What kind of guidelines do you think would help us stay focused during the day? Your perspective is valuable in shaping something that works for everyone.
* Have you seen any strtegies that work well for keeping things productive while still having fun? If something has worked for you or your friends, I’d love to hear about it!

Please send me your ideas by **10 AM on Saturday.** I want to ensure we gather all your great suggestions before the weekend so we can move forward with a plan that everyone feels comfortable with.

Thank you all for your hard work and dedication! I’m genuinely excited to hear your thoughts and work together to create a policy that supports both our productivity and our need for a bit of fun.

Enjoy your weekend, and let’s keep pushing towards those sales goals!

Best,  
Suzanne Shi  
Sales Office Manager

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