

From: Francesca Hall <[REDACTED]>
To: Lesley Groff <[REDACTED]>
Subject: Contact Info
Date: Wed, 30 Jul 2014 22:19:34 +0000

Hey Lesley,

How are you! Hope things are fabulous in NYC :D

Im reaching out cause Austin, Hammie and Adam don't seem to have any kind of contact information for Jeffrey Katzenberg. Austin had mention that the introduction came from JE so I was wondering if its possible to get his info.....

Thanks Doll!

Francesca Hall

Assistant/Calendar Queen & Miss. Wolf to The BlockStream team

[REDACTED]

In an effort to increase productivity and efficiency I am beginning a new personal email policy. I've recently realized I spend more time shuffling through my inbox and less time focused on the task at hand. It has become an unnecessary distraction that ultimately creates longer lead times on my ever-growing 'to do' list.

Going forward I will only be checking/responding to email at 11am and 4pm on weekdays. I will try and respond to email in a timely manner without neglecting the needs of our clients and brand identity.

If you need an immediate time-sensitive response... please don't hesitate to call me.

Hopefully this new approach to email management will result in shorter lead times with more focused & creative work on my part. Cheers & here's to life outside of my inbox!

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