Conquering Email Overwhelm

Staying on Top of Your Inbox
Don’t check - Process

- Schedule specific times to process email
- Process on computer, not phone
In-box ≠ To-do list

- Don’t let others dictate your priorities

"Lack of planning on your part does not constitute an emergency on mine"
Establish Priorities

Eisenhower/Covey Matrix

<table>
<thead>
<tr>
<th>Importance</th>
<th>Urgency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urgent, Not Important</td>
<td>Not Urgent, Not Important</td>
</tr>
<tr>
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<tr>
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</table>
The 5 D’s for Quick Decisions:

- Delete
- Delegate
- Do It Now
- Do It Soon
- Down the Road
Delete

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- Action: Unsubscribe
- Action: Filter
Delegate

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- Action: Forward
### Do It Now

#### 4 Quadrants

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- **Action:** 5 min. or less - answer it
- **Action:** Schedule event on calendar & file
- **Action:** Assign a time for action today or tomorrow
Do It Soon

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- Action: Chunk it down if necessary
- Action: Schedule specific time to take action
### Down the Road

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- **Action:** Chunk it down
- **Action:** Schedule specific time to take action
- **Action:** Move to designated folder/label
Automate

- Canned responses/templates
- Filters
- Auto-reply
The Rule of 3

- 3 points
- 3 paragraphs
- 3 exchanges
Use Subject Line

- Be specific
- New topic requires new subject line
- Utilize subject line as message
Send Less, Receive Less

- Be judicious with “reply all”, cc, bcc
- Sometimes the best reply is no reply

“There’s no reason I should respond to people simply because they e-mail me.”
Charles Duhigg
Deal with the Backlog

- Set up folders by year
- After one year - DELETE!
Got Questions?

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• Get “Clocking in from the Couch: 5 Productivity Tips for Working from Home (pants optional!)”