



Tips for Managing your Email

Do you ever feel like you can't get anything done because of the constant interruptions of your email? That little envelope pops up in the corner of your computer screen, and most people are compelled to check it. Try these tips to stay on top of the electronic clutter:

SCHEDULE specific times when you check Email. Try checking first thing in the morning, after lunch, mid-afternoon and 30 minutes before you leave the office. By doing this, you'll be more likely to get in a groove and really plow through it. And, you'll be creating pockets in your day for working on other projects with fewer interruptions.

CLOSE or **LOG OUT** of your Email program when you are done checking it. The visual and auditory announcement that, "You've got mail" are almost impossible to ignore or resist.

DELETE as many of the emails as you can, just from reading the "subject" and "from" lines. Use your anti-virus filters to help you avoid SPAM in the first place. Remember to opt-out of company emails when you place an order online.

DEAL with it quickly by applying the 2 minute rule. When you check your email, if you can respond and then delete the email in 2 minutes or less, do it NOW.

Use **SUBFOLDERS** to keep track of different projects or clients. Whenever possible, create the same headings and mirror your paper files so it will be easier to remember and find what you are looking for.

For items that require an **ACTION** from you at some point in the future (directions or an agenda for a meeting) get the information into your calendar, when you'll need it. Note: If you use Microsoft Outlook, you can drag an item directly into your calendar and an appointment box will appear so you can type in the details.

Use a **TEMPLATE** for any messages that you send frequently. Keep a copy in your Drafts folder and then update the pertinent information and fill in the To field each time.

Clear out the **BACKLOG** by going through your folders every 6 months or so to save disk space and make your searches more streamlined.

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