



# Effective Email Management

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Effectively managing your email inbox can be key to time management and increased productivity. The most effective email users are seen as more reliable and accessible just by following a few best practices that prevent email from overwhelming them. During this course, learn the three strategies to pull you off the hamster wheel of email ineffectiveness. Discover how to make your email work *for you* and assist in being more productive and organized.

The learning objectives for our course are:

- Find out whether using folders is the best way for you to organize your email;
- Learn about filter and rules - what they are, how they benefit you and how to use them;
- Implement several tips to be more productive during the time you already spend processing email;



## Email Folders



Questions to ask yourself to determine if you should organize email with folders:

- Does your inbox bother you? Is the number of emails overwhelming?
  - If yes, then folders will probably be a good solution for you
  - If no, then folders may not be the solution – you need a strong process for keeping up with unread messages
- Are you an out-of-sight, out-of-mind person?
  - If yes, then you will want to use folders for storage and the inbox for action items
  - If no, then you could consider an Action folder

Brainstorm ways to organize your inbox:

Ideas using just a few folders - Build your process around keeping up with unread messages; try flags or stars; create tasks for emails needing action

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Ideas using a full folder structure - Build your process around keeping your inbox under a certain number (i.e. no scrolling, 100/50/25/5 emails); start with your primary/general folders and add subfolders as needed

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Additional Email Folders Notes:

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## Email Filters/Rules



What are filters/rules?

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How do filter/rules work?

If - Then Statement

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How could filter/rules benefit you?  
Brainstorm ways you could use them to save time.

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Notes on how to use filters/rules:

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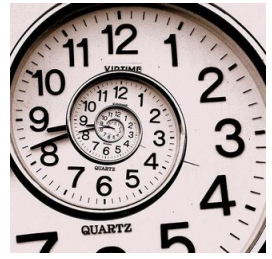
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## Email Follow-Through

### *Email Time-Frames Exercise*

Approximately how much time do you spend on email each day?

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How many times a day do you need to check email?

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Minutes currently spent ÷ Times per day = Your Email Time-Frames

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When will your email time-frames happen during the day?

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### *The Four D's of Email Management*

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What is your email limit?

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### 3 Tips to Reduce Email



Email Etiquette:

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Subject Lines:

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Newsletters:

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Automatic Opt-Ins:

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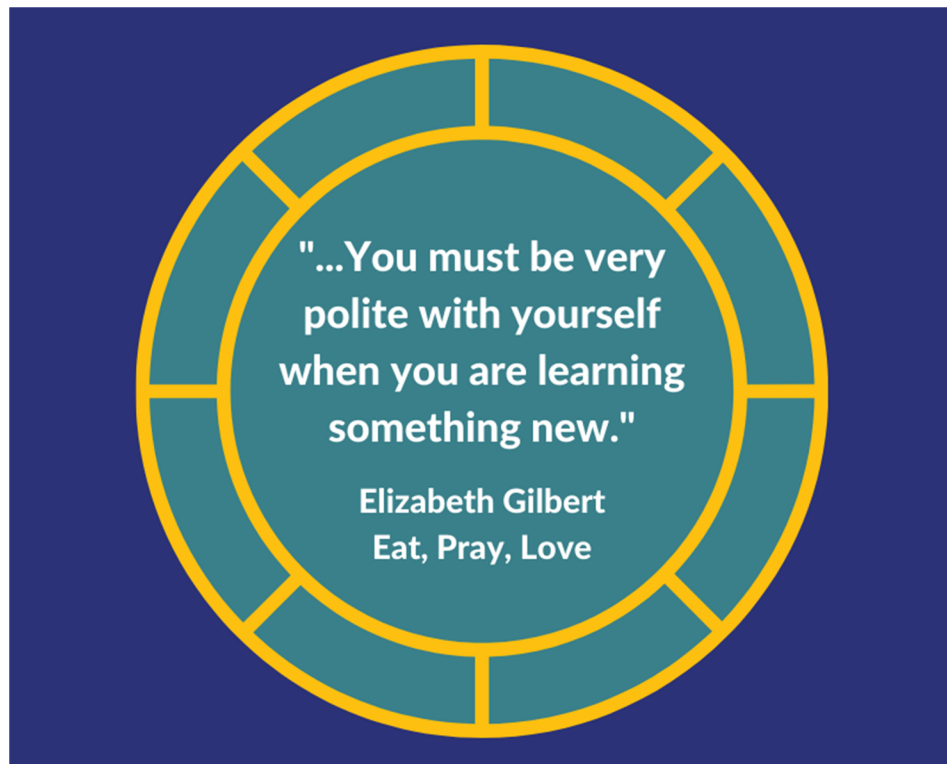


**3 - 5 Takeaways:**

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**1 - 2 Action Steps:**

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**Corporate Membership**

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