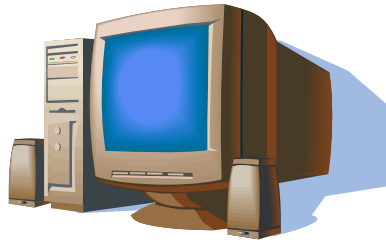


## EMAIL MANAGEMENT TIPS



When email was created it was meant to streamline communication and make us more efficient. Instead it has become a stress inducing, soul sucking, source of anxiety. Control the dragon that is your inbox and consider some of these tools for controlling email. According to the [L.A. Times](#), recent studies have found that the average employee spends up to a **third** of their day answering email instead of doing productive work.

**Stop sending email!** Or at least cut back. For every email you send you can expect two in return. An efficiency blog refers to this as a “Boomerang” effect. You cannot avoid sending emails but if a simple phone call will work give it a try. Or maybe that thought can wait until your next meeting.

**Shut off email notification sounds.** The last thing you need while working on a report is to hear dings going off every 15 seconds. This only adds to your stress levels.

**Use CC with thoughtful discretion.** Every person you add to an email thread is just another reply waiting to happen. Avoid needless emails by only including people who absolutely need to be in the thread.

**Compose your email to negate the need for a response with a default action.** When you write up an email with a question, set up the question so that there’s a default action that requires no response from your recipient. For example, when you’re planning a meeting, you can phrase your email like this: “I’m going to schedule the Staff room for Monday at 3PM. If I don’t hear back from you by tomorrow at noon, I’ll assume that’s you are available to meet.” If the person doesn’t have a problem with it, you won’t get a response. You just reduced the amount of email you received.

**Add “FYI” at the beginning of the subject line; end with NRN.** Many emails you send are just for informational purposes and don’t require a response. Let your recipient know that in the subject line by beginning with “FYI” and ending with “NRN” (no response needed). Example: “FYI: Latest company report. NRN.”

**Schedule your email.** When you open an email while in the middle of another task you may feel compelled to respond to that email. This takes time away from the important task at hand or worse yet communicates to the person you are meeting with that their time is not as valuable as yours. Set times for email review like and stick to it. If it is life or death someone will find you! You will be more productive and get more done, and reduce your stress load in the intervals.