Taming the E-mail Beast:
Key Strategies for Managing
Your E-mail & Info Overload

Presented by
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Taming the E-mail Beast

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The Harsh REALITY

____ HOURS!

Key Strategy #1:
THE CLUTTER BUSTER!!!
The Three-Minute, One-Touch Rule

- ↄ Every piece of information *(paper, fax, e-mail, v-mail, etc.)* you get you should touch one time.
- ↄ If you can take care of this task (accomplish, reply, file, read, forward, delete, toss, etc.) *in three minutes or less,* DO IT RIGHT NOW!!!
- ↄ If not, print or "task" for prioritization
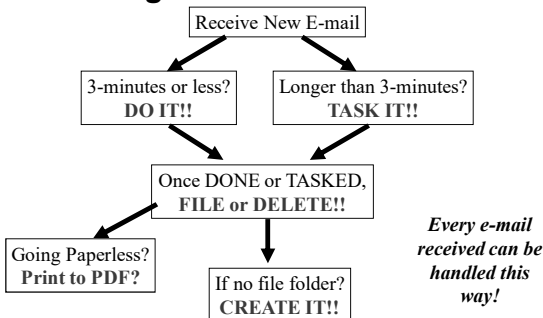- ↄ Then, file appropriately to be accomplished in order of priority or urgency (you decide)

Key Strategy #2:
A Great Outlook Tip
for "Tasking" Your E-mails

- Use "Drag and Drop" to create a new task
- Works also for:
  - New Calendar Entries
  - Creating a New Contact
  - Creating a New Memo/Note
- Can also drag and drop from these other functions to e-mail and each other

In Gmail, Use the "More"
Button to Turn Your E-mails
into Tasks & Events

- In Gmail, with e-mail open, use the "More" button to automatically convert e-mail to Task or Event
- Mouse over the name of the sender for options to add to G+ or Google Contacts
- Not "drag & drop", but just as slick!

"Taming E-mail" Decision Tree

Receive New E-mail

3-minutes or less? **DO IT!!**

Longer than 3-minutes? **TASK IT!!**

Once DONE or TASKED, **FILE or DELETE!!**

Going Paperless? **Print to PDF?**

If no file folder? **CREATE IT!!**

Every e-mail received can be handled this way!

Key Strategy #3:
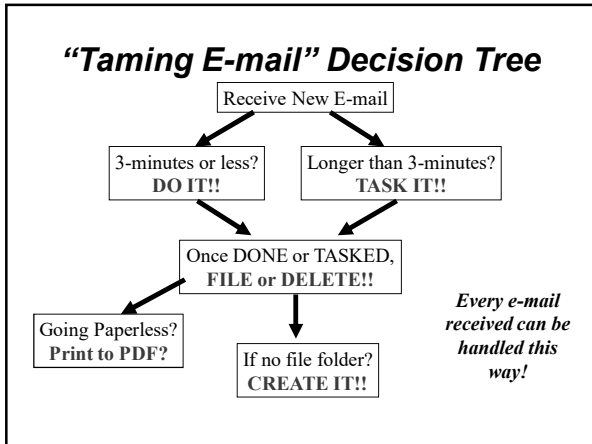### Use Signatures/Drafts as
"Auto E-mail Tools"

- ℃ In Outlook, create additional signatures for commonly sent messages
- ℃ Can also use "Drafts" folder if e-mail has formatting or not using Outlook
- ℃ In Outlook 2010, Quick Parts can also automate certain frequently-used text blocks
- ℃ On smart phone/tablet, can save commonly-used draft messages/text in Evernote

In Gmail, Turn on
"Canned Responses" for a
Signature-like Auto-Emailer

- ℃ From your Gmail inbox, click on the Settings icon (looks like a gear), then select "Settings"
- ℃ Then, go into "Labs" and enable "Canned Responses"
- ℃ Then, with the "compose" screen open, click on the little arrow (lower right corner) to insert your Canned Response item

Get into your "Settings" tab

- Many things you can customize here
- Set up Signature
- Learn several useful keyboard shortcuts
- Turn on/off notifications
- Turn on notifications for "Important" items
- Set up a customized "theme"
- Set Reply features
- Set "immediate archive" upon send
- Automatically add new "send to" contacts to your contact list

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Key Strategy #4:
Don't Be a "Blinger"

ↄ My typical recommendation: Resist temptation to constantly monitor
- Turn off sound notifiers and "pop ups" in "Settings"
- Or, just keep on notifiers for "Important" messages?
- May require team discussion on marking "Important" mail/items

ↄ Instead, check at set points throughout day
- To balance productivity with responsiveness

ↄ Realize many of you are being forced to "bling"
- Ask for a "habit change"

Key Strategy #5:
Manage CC's, Forwards, Replies

ↄ When forwarding, point out specific info/actions
- Consider deleting old text
- Change subject line when subject changes

ↄ Be considerate of others – don't overuse CC
- "CC as a CYA"
- Handling the "E-mail Firebomb"

ↄ Don't forget the old standby – a conversation!

ↄ EOM & NRN

ↄ Train others to use same system

Key Strategy #6:
"Divide and Conquer!"

- ꙩ Multiple accounts
  - 1-2 "Professional" accounts
  - Your personal e-mail account
  - Your Internet e-mail account
- ꙩ Rationale:
  - Focus your "work time" on WORK
  - Limit exposure to SPAM

Bonus Tip #7:
Shift_Delete

- ꙩ For suspicious, SPAM, & junk e-mail
- ꙩ Works on PC's – most e-mail programs (but not on internet-enabled e-mail programs like Yahoo!)
- ꙩ In Gmail, simply use the "Stop Sign" button to label e-mails as likely junk/spam

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Final Thoughts:

Your next few days will be challenging!! Enjoy them!
- ꙩ Block some time on your calendar to:
  - Clean out and reorganize your e-mail inbox and overall e-mail account
    - Add new e-mail file folders
    - Use the 3-minute rule
  - Set up your new personal/Internet e-mail accounts (if needed)
- ꙩ Do a weekly "gut check" review of your workspace, e-mail, and your organization system to make sure it is "running smoothly"
- ꙩ Revisit these training materials occasionally
- ꙩ Share these strategies!

Where to Get More Info:

- ↄ Randy Dean's new book *Taming the E-mail Beast: 45 Key Strategies for Managing the Mess of E-mail Overload* -- learn more at Amazon.com – then search "Taming Email"
- ↄ David Allen's *Getting Things Done*

- ↄ *Follow me on Twitter:* **@timelyman**
- ↄ **Facebook: Facebook.com/TamingEmailBeast**
- ↄ *Link to me on LinkedIn:* **http://www.linkedin.com/in/randydean**

Other Randall Dean Programs:

- ↄ Keynote/Breakout Session: *"Finding An Extra Hour Every Day: Time Management Tips and Tricks for Busy Professionals"* (From 1 Hour to a 1/2 Day)
- ↄ *Optimizing Your Outlook:* Time Management Strategies for Busy Outlook Users
- ↄ NEW! *From Distracted to Productive:* Finding Your Focus in Today's Increasingly Interrupted World
- ↄ **Recently Updated!** *Smart Phone Success & Terrific Tablets:* Getting More Productivity from Your Devices
- ↄ Time Management in "The Cloud" Using Gmail/Google
- ↄ *Ending the Office Clutter:* Key Strategies for Managing Your Information Overload, Stacks & Piles
- ↄ Managing & Leading Great Staff & Team Meetings

"Be the change you wish to see in the world."

– Gandhi

We're Done!!!

Thank You for Your Time

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