



MASTER YOUR INBOX

Tim Ferris, author of "The 4 Hour Work Week" has said that email is the biggest time waster in modern life!

Research from Basex shows ...

We are interrupted 11 times per hour by email, IM and phone calls!

We spend 2.1 hours a day managing email

That 60% of business users say email is a source of stress

Email is familiar, it's comfortable and it's convenient but it is the biggest time killer in the workplace (close rivals with disorganised meetings). Emails drop in to our Inboxes at an alarming rate everyday unannounced! Many of the clients we have worked with were struggling to know which emails to action, how to prioritise emails, where to file emails and where to find the time to reply to emails with the attention they deserve. Email promised to help us be more productive, communicate more effectively and send information quicker. The very thing that was meant for our good has become a huge burden.

THERE ARE 4 TRAPS THAT MOST PEOPLE FALL INTO WHEN MANAGING THEIR INBOX

Constant interruptions. By default, Outlook will have a pop-up notification every time you receive an email to tell you who sent the email, the subject of the email and the first sentence. Every time this happens your FOCUS is broken which lowers the level of productive work you do each day.

Poor filing. Many of us build an elaborate folder tree and waste valuable time deciding where to file our emails and searching for them later.

Treating our Inbox as a To Do List. A lot of our work now arrives in our Inbox! The problem with this is the Inbox is only designed to be a mailbox not a To Do List. So, we put a flag on emails that need actioning or mark as unread or print them out. All of these methods are inefficient because emails keep piling in on the top of these flags.

Poor email communication. When there is no formal email communication guidelines there can be some frustrating emails that are sent around an organisation. Poor subject lines, no clear call to actions, emails that are as long as War and Peace and emails that are replied to all when only one person needs to read it...just to name a few.

THERE IS A SOLUTION!

This session will show you how to:

REDUCE THE INTERRUPTIONS THAT EMAIL CAUSES

By default, Outlook will notify you each and every time an email arrives in your Inbox. That means that you are interrupted from the critical tasks and projects that you are working on up to 10 times per hour. You will learn how and why to turn off your notifications and set up new habits for processing email.

CREATE A PROCESS FOR FOLLOWING UP ON THE EMAILS THAT NEED ACTIONING.

Your Inbox is not designed to be a To Do List! However, many people will flag emails or 'mark as unread' the emails that need to be actioned in order to remember to follow them up. The problem is that the emails stay in the inbox and the inbox keeps growing and getting harder and harder to manage. You will learn how to convert emails in to your Outlook task list and manage and prioritise your tasks from there.

CREATE AN EFFECTIVE FILING SYSTEM FOR STORING AND SEARCHING FOR EMAILS.

We can waste hours managing an elaborate filing system and searching for emails. You will learn how to simplify your sub folder structure and search for emails quickly and efficiently.

AUTOMATE AND FILTER EMAILS

There are many emails that arrive in our Inboxes that are a low priority – newsletters, notifications and updates. They certainly don't require us to action anything and they can clog up an already full inbox. You will learn how to automatically filter these low priority emails in to folders to be checked and read at another time.

QUICK CLEAN UP TECHNIQUES

clean up your Inbox quickly and efficiently and keep it clean

