

6 Tips

FOR

MANAGING EMAIL



SPOT Topic
Tips for you
from The Fulcrum Group

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GREAT GUIDELINES TO KEEP IN MIND...



Check and read email daily.

Determine a good daily pattern, according to your schedule, to read and respond to email.



Double check distribution lists and recipients before you send.

Along those lines, assume anything you send is permanent and can be read by anyone, at any time.

Consider your audience.

ALWAYS - especially before sending jokes or humor.



Do not

use company email for confidential information.

Do not

use company email for personal use.



Obtain permission before forwarding an email.

TIPS FOR EMAIL ORGANIZATION

#1

Lessen the distraction.

Set your email to notify you only at certain times of day. Or, quiet your auditory alerts when emails are received.

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#2

Use the 2-Minute Rule.

if the email will take less than two minutes to read and reply to, then take care of it right now, even if it's not a high priority.

#3

Setup a "filing system" and "rules".

Check out [this article](#) for good tips on using a filing system and email rules.



#4

Reroute non-essential emails.

Reroute blog subscriptions, newsletters and other non-essentials to another email addy
or
use a rule to send them to a "read later" folder when you can better absorb them.

#5

Opt for good old fashioned face-to-face discussion.

Don't be shy to request shorter emails from those who prefer to send long, drawn-out messages...or, simply opt to discuss personally sometimes.

