

MaxTips!

Productive to the Max

Productivity

Performance

Profitability

Move the Information Quickly

MaxTips! October 2008

If you have planned out your day in advance (which is what you always should do), then by all means access your email first thing in the morning. If you have not strategized your plans for the day, then spend the first 30 minutes doing that and DO NOT ACCESS your email.

Follow some of these steps:

1. Learn to use your Email program, whether it is Outlook, Lotus or another type. Become skilled at setting up meetings, appointments, calendar functions, dragging and dropping, forwarding, filtering, views. Study color coding and filtering by subject, date or priority. Try something new every week and once you have mastered it, move on to another topic. Investing in the time will benefit you greatly in the future.
2. Understand and use rules which are instructions or filters that automatically categorize, organize, and prioritize messages based on conditions that you set.
3. Place any email requiring reading in a folder and use your tools to automatically send any journals, feeds, newsletters to the folder then plan time on your calendar to read.
4. Consider using shared drives or folders for common information.
5. Do not include acronyms, emoticons or abbreviations unless you are certain the recipient understands them.
6. If your email is intended for a stranger, clearly identify yourself.
7. Short, sweet and to the point is best. Lots of white space and bullets will get your message across easier and more quickly. Use colors sparingly.
8. Choose an easy-to-read font, make it large enough and differentiate headlines.
9. Always use a default signature that includes your name, position and all relevant information. Remember that logos and embedded graphics take up an enormous amount of space so use sparingly.
10. Use auto responders and prewritten responses for information that you disseminate regularly.
11. Only copy those that need to know and do not respond when you are copied.

Copyright © 2010 Productive to the Max Ltd. All right reserved
Visit www.ProductivetotheMax.com for Reprint Permission Information

Tel. 613.594.4533 | Fax 613.594.8339 | info@productivetothemax.com | www.productivetothemax.com
513 Westminster Avenue | Ottawa, Ontario | K2A 2T9 | Canada

12. To avoid the "reply all" syndrome, place the names of recipients that do not have to reply in the bcc (blind carbon copy field). When recipients are blind copied-it appears as if the message was only sent to them so they cannot use the "reply all function".
13. Reply to all emails-even if it is only to say I will get back to you later. It is a waste of time and energy to leave emails in your inbox to reply to later. Always do something with the email to get it out of your mind.
14. Promptly forward messages intended for other recipients.
15. If you have to convey emotions, deal with confidentiality or really get buy-in, email is not your medium. In certain cases, email cannot build rapport.
16. Write in action language, proactively.
17. Beware of email threads and try to restrict them, if possible. Read carefully before replying or use another communication medium.
18. Publish frequently requested information on your organization website and create instant updates.