

Time Management

Managing your email inbox

**Nobody
is too busy,
it's just a
matter of
priorities.**

KUSHANDWISDOM

Processing Email



- ▶ Don't let email disrupt your day
 - Turn off email notifications, but dedicate set times throughout the day to review your inbox instead of reacting to each new email
 - For example: 10 minutes every hour
- ▶ Decide what to do with the email as soon as you read it
- ▶ If you can complete the item in 5 minutes or less, do it now no matter what it is

Processing Email



- ▶ Prioritize your messages using the Priority Matrix and the 4 D's
 - Do
 - Delay
 - Delegate
 - Delete

HINT –The 4 D's work for anything you need to prioritize!

Priority Matrix – The 4 D's

URGENT

NOT URGENT

IMPORTANT

1

URGENT AND IMPORTANT

DO IT NOW

Tasks with immediate deadlines and significant consequences if not completed in a timely manner

2

IMPORTANT BUT NOT URGENT

Delay & schedule a time to do it

Tasks with future deadlines and consequences but can be done later

NOT IMPORTANT

3

URGENT BUT NOT IMPORTANT

Delegate it

Tasks that need done but don't need your expertise to complete it, delegate to a capable person

4

NOT IMPORTANT AND NOT URGENT

Delete it

Things that distract you from your priorities and do not add value for you or others

Processing Email



- ▶ After handling an email move it or delete it.
 - If you need to keep it, move to Archive or other folders to keep your inbox manageable

- ▶ Don't use emails in your inbox as reminders. Your inbox will continue to fill with new items that drown out older ones.

- ▶ Let Outlook help you organize
 - Move emails to folders designated by type (DO, DELAY, DELEGATE)
 - Use your calendar to schedule DELAY items or to follow up on DELEGATE items
 - Use your task list to manage all open items

And, Finally...

- ▶ Learn how to use Outlook calendars, task lists, and other organizational tools
 - YouTube is a great resource with tons of free short videos
 - Videos by Kevin Stratvert and Leila Gharani are recommended



Click on the button below to take the quiz for this session.

QUIZ