
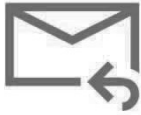


**TAMING THE
E-MAIL BEAST:
KEY STRATEGIES
FOR MANAGING
YOUR E-MAIL
OVERLOAD**

Presented by Randall Dean, MBA
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THE HARSH REALITY

_____ HOURS!

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**THE TWO KEY
WAYS E-MAIL IS
OWNING YOU:**

1. Checking far too often
2. Reading same messages over and over again



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DON'T "BLING!"

Resist temptation to constantly monitor

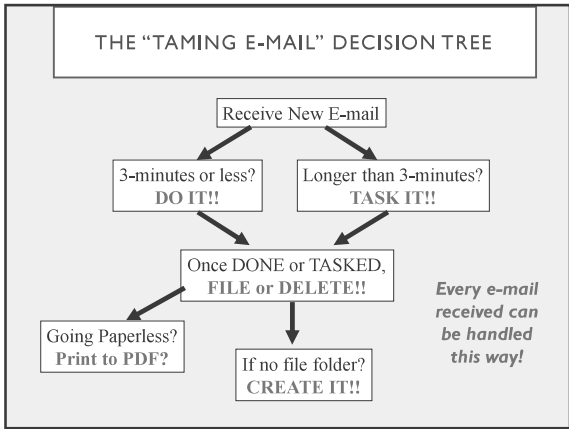
Manage sounds & pop ups
But, identify most important senders!

Consider a regimen; check at set points throughout day (except for most important)

To balance productivity with responsiveness

Are you being forced to "bling"?
Ask for a "habit change"
Are you "blinging" with more than e-mail??

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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

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IN GMAIL,
USE THE
"MORE"
BUTTON TO
TURN YOUR
E-MAILS
INTO TASKS
& EVENTS

- ▷ In Gmail, with e-mail open, use the "More" button (3 dots) to automatically convert e-mail to Task or Event
- ▷ Mouse over the name of the sender for options to add to Google Contacts
- ▷ Not "drag & drop", but just as slick!

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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 local client, Quick Parts can also automate certain frequently-used text blocks
- ▷ On smart phone/tablet, can save commonly-used draft messages/text in Evernote

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IN GMAIL,
TURN ON
"TEMPLATES"
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 "Advanced" and enable "Templates" (check out other options too!)
- ▷ Then, with the "compose" screen open, click on the little arrow (lower right corner) to insert your Template item

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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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A BEST PRACTICE FOR
FORWARDS & REPLIES

- ▷ At the very top of the forwarded message (possibly even as part of the subject line):
 - Why they received it
 - What they need to know
 - What they need to do
 - When they need to have it done by
 - (If applicable):Where they should file for later reference
- Have entire program on e-mail composition/etiquette now



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**KEY STRATEGY #7:
"DIVIDE AND CONQUER!"**

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

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**BONUS TIP #8:
SHIFT_DELETE**

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

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A FINAL SIMPLE RECOMMENDATION:

- STOP checking e-mail first!
- Try checking your Calendar and building a smart, focused Task List at the start of the day
- THEN, check e-mail when you are clear on your time commitments and priorities

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FINAL THOUGHTS

*Your next few days will be challenging!
Enjoy them!*

- 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)
- Do a weekly "gut check" review of your workspace, e-mail, and your organization system to make sure it is "running smoothly"
- Revisit these training materials occasionally
- Share these strategies!

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WHERE TO GET MORE INFO:

- ▷ 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"
- ▷ David Allen's *Getting Things Done*
- ▷ **Check out my YouTube channel:**
<https://www.youtube.com/c/RandyDeantimelyman>
- ▷ **Facebook: Facebook.com/TamingEmailBeast**
- ▷ **Link to me on LinkedIn:**
<http://www.linkedin.com/in/randydean>

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OTHER RANDALL DEAN PROGRAMS:


- ▷ *NEW! From Distracted to Productive: Finding Your Focus in a Hyper-Interrupted, e-Distracted World*
- ▷ *"Finding An Extra Hour Every Day: Time Management Tips and Tricks for Busy Professionals"*
- ▷ *Optimizing Your Outlook: Time Management Strategies for Busy Outlook Users*
- ▷ *Time Management in "The Cloud" Using Gmail/Google*
- ▷ Updated! *Smart Phone Success & Terrific Tablets: Getting More Productivity from Your Tech Devices*
- ▷ *Ending the Office Clutter: Key Strategies for Managing Your Information Overload, Stacks & Piles*
- ▷ *Managing & Leading Great Staff & Team Meetings (w/Virtual)*
- ▷ *NEW: Virtual Work & Virtual Meetings: Getting More Productivity From Both*

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WE'RE DONE!

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Thank You for
Your Time!

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