



Easier Email -- Is It Possible? Yes.

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Conquer the Time Stealers



Sue West, Certified Professional Organizer^(R)

You work out of your home. Or you run your own business. Countless details erode your time every day, don't they?

E-mail seem to run your day? Eat up too much time?

Ever have trouble locating important information you know is in an email... somewhere?

Wouldn't it be great (and a boon to productivity) if you could spend less time on email?

Do you get stressed when you see a full mailbox first thing in the morning? And your box was almost clear when you signed off last night?

Here are a few tips to try out. This may be enough to help you. If you want more, information on our March 5th tele-class is below. Or, buy the recording and white paper; listen whenever you have the time. The recorded class "Those Darn Paper Piles" will be up on the website this month as well.

Email Tips 4U ! Let's Get You Started -- 3 Great Email Tips.

Tip #1--How big a problem is it for you ?

How long do you think you spend on email every day? Not sure, because it's in bits and bites?

But you get stressed or complain about email ... so let's check it out.

For one day, keep a Post-it note by your desk and write down EVERY time you check your email. Because we skim email and tend to keep it "on" all day, we eat up more time than we realize -- because it's not consolidated time. What's your time spent on e-mail? Could you use any of that time for other purposes?

Tip #2 -- What drives your day?

Question: First thing you do when you walk into your office in the morning?

Answer: Set down coffee or tea .. and fire up email. Exciting. New. Educational. And also things to do ... but... not what you'd planned on doing.

How about setting a time limit on reading email? Use your reminder feature, cell phone alarm, a kitchen timer, watch timer, or any of the pc timers you can download. If estimating time is hard for you, this gives you get a sense of how much time has passed.

Or how about reviewing your goals for the day and THEN firing up email. You'll speed through your email because while you're triaging your email, in the back of your head, you're thinking of what you really need to get done today.

Tip #3 - Email Off Limits Zone

What if email were off limits to you for an hour, or half a day or a full day?

How much more control would you have over your day?

You might be thinking: "But my clients ... my prospects ... I can't miss an email."

Take a look at your email box. How much is networking and connecting? E-newsletters or blogs? How much is client and prospect communications? Aren't they different priorities in terms of when you need to read and respond? Sure they are.

So one option? Triage your email three times a day -- Perhaps after reviewing your plans for the day, then right before lunch break and near end of day to close out the day mentally.

Another option. Skim hourly, but respond only to clients, prospects, affiliates. Leave the lower priority to respond to at the end of the day.

Even if you already have emails directed to various folders as the emails arrive, this strategy will work for you.

And the most extreme but perhaps most educational: Live without email for one day. The next day, you'll analyze the consolidated picture of your email activity. And you'll notice what it's like to work without emails for a solid day. Hmmm...

Thanks for reading. For more ideas, please join us at our upcoming tele-class or take the recording & white paper instead. Details below.
or further questions.

[Class details and agenda](#)

TeleClass Fast Facts

Topic: Easy Email!

Date: March 5th

Time: EASTERN time, 3-3:45 p.m.

Price: \$45

*Class, recording, handout and white paper.

Thanks for attending discounts:

Discount on future teleclasses;

Discount on telephone consulting.

Easy Email!

45 minute tele-class, March 5th.

\$45/class.

Is this what you say about email? If so, please consider joining us.

Email - it seems to run your day.

It takes too much time.

There's a lot that's useless.

You find yourself often saying "I can't find ..."

Take this class and reduce the time email takes up.

How to process (triage) your mail faster.

Tips for skimming emails to move through quickly.

What to do with something you save; how to find it fast next time.

"Print or save on the PC?" decisions.

What to do about all those lists, blogs, RSS feeds you receive.

Pros/cons to using email folders.

How not to use your email box as your daily to do list.

[Register here](#)

*This is an email organizing and productivity class -- we'll cover habits (people side), process, and products (software).

****What is a Tele-Class?***

The Ultimate Convenience in Learning.

Imagine attending classes in your pajamas or your sweats! You can take the class without internet access and you don't need to travel. It's a great gasoline saver and prevents the stress of scheduling or squeezing a workshop into your already packed schedule.

Teleclasses are prescheduled classes that you take over the telephone. But they are also recorded so that you can listen on your own schedule - start and stop or even listen more than once.

Sue West, Certified Professional Organizer

All classes are created and hosted by me. I'm a Certified Professional Organizer(R), a small business owner for five years, and with 20 years corporate experience in management and project management.

I was always the pro at time management and getting organized -- in fact, I was the troubleshooter sent to various departments to create something new or fix what someone else had created but which need more structure and consistent performance.

I led project management teams, product management teams, client services departments and cross-functional teams -- all functional areas reported to me, truly a business inside the larger business. What a terrific training ground!

I won several national and regional awards, for creating and improving systems, for defining and using measures to track our progress, and for service to clients.

As a Certified Professional Organizer(R), I work frequently with homeowners and business owners on time, papers, email and other systems. We strive to give these time stealers the time they need, but not much more !

Please join me and try it out. Guaranteed to make a difference.



Quick Links

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Email Marketing by

