

MODULE 2 | SESSION 12

Keeping Up With Email

Real generosity towards the future consists in giving all to what is present. ~ Albert Camus

An intentional plan for keeping up with email

1. Set _____ to review email every day.
2. Send _____ emails.
3. _____ from distribution lists and items of little or no value.
4. Encourage people to _____ you unless it's something you REALLY need to know.
5. Be _____ in the subject line.
6. Process email quickly.

Every email message can be handled in one of three ways.

1. _____ it.
 2. _____ it.
 3. _____ with it.
7. Empty the _____ every day.

4 Ways to Find an Assistant...

1. Consider setting up an _____.
2. Advertise for a _____.
3. Consider a _____.
4. Hire an _____.

Someone other than you can handle 70-80% of your email.

Manage Email with an Assistant

1. Set up a folder for the assistant to review incoming email.
2. The assistant processes the messages.
 - a. **Discard it.**
 - b. **Delegate it.**
 - c. **Prioritize it.** The assistant prioritizes the remaining messages in one of two Outlook folders for you to review
 - i. **Red** – Review the red folder every day.
 - ii. **Yellow** – Review once a week. The assistant also reviews the yellow folder regularly to determine if anything needs to be moved up to the red folder.

The last step is yours...

- d. **Do something with it.**

Fast Action Steps

1. Choose the steps from the ones listed above and take the time now to apply them.