

Effective Email Management

Taking Control of Your Inbox

Rebecca Pope-Ruark, PhD, ACC
Office of Faculty Professional Development
September 13, 2022

Agenda

11:00-11:30
Effective Email
Management Tips

11:30-12 Faculty
Development AMA



[Source](#)

What's your biggest source of email stress?



What are your goals for email management?

- Better concentration
- Less multitasking
- Lowered anxiety
- Comfort in having a plan



Effectively Managing Email - Schedule

1. Schedule it.

- Allocate specific times for checking and responding
- Respond immediately if it will take < one minute
- Save more detailed responses for lower energy times
- Use the phone

Effectively Managing Email - File

2. File it.

- Use flags to indicate emails that need more attention
- Use well-labeled folders or colored categories to sort email out of inbox
- Use “reply by <day of the week>” folders
- Set automatic filters to direct email to folders

Effectively Managing Email - Delete

3. Delete it.

- Delegate and delete when possible
- Unsubscribe ruthlessly; sign up for digests if necessary
- Delete emails at bottom of inbox regularly

Effectively Managing Email

Consider...

- Does it need a written reply?
- Do you want the content to be documented?
searchable? discoverable?
- Can you create a template?
- Can you share your boundaries?
- Will the Institute collapse if you don't reply
ASAP?

Choosing Your Strategies

Easy	Exciting	Extreme