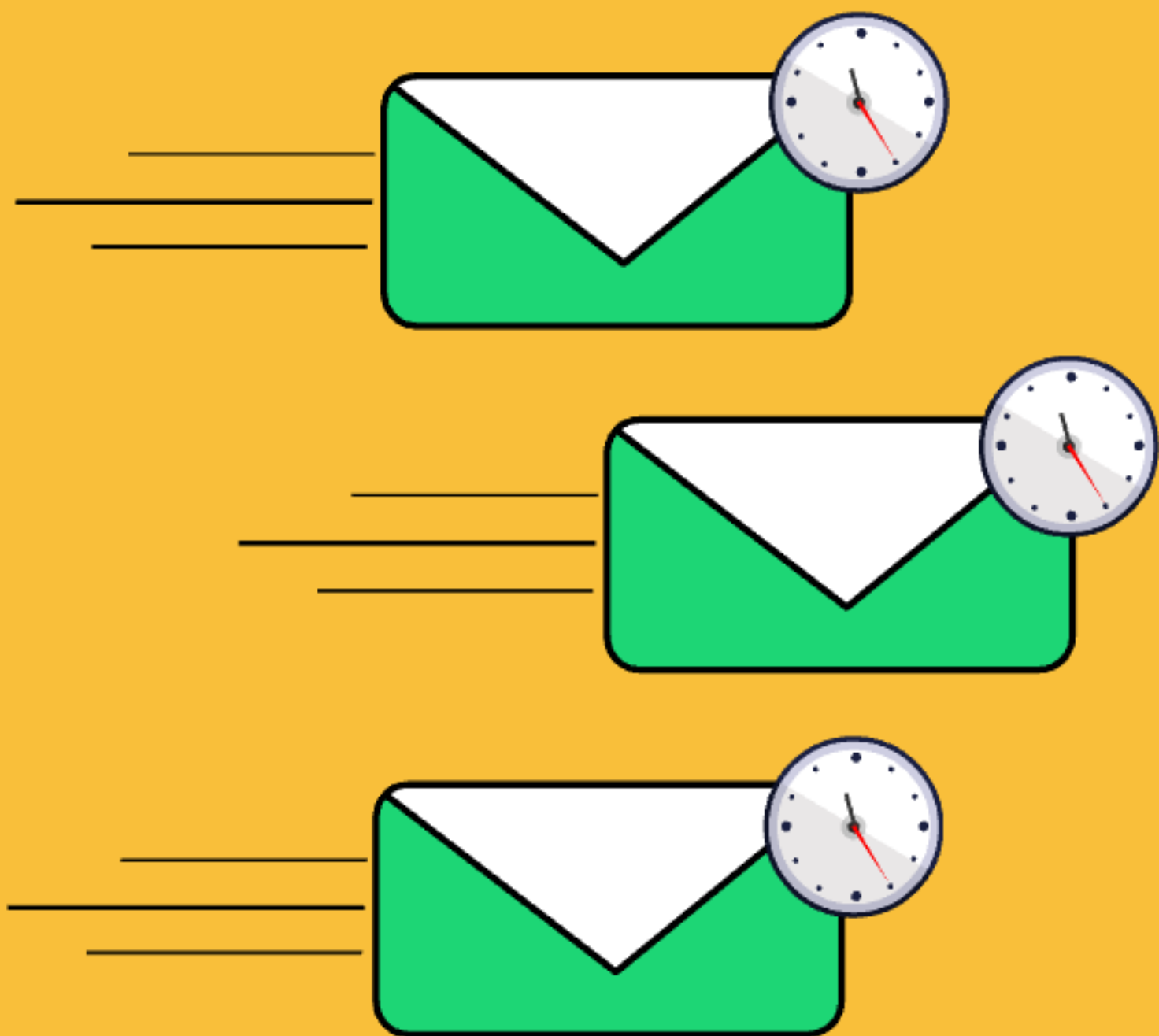
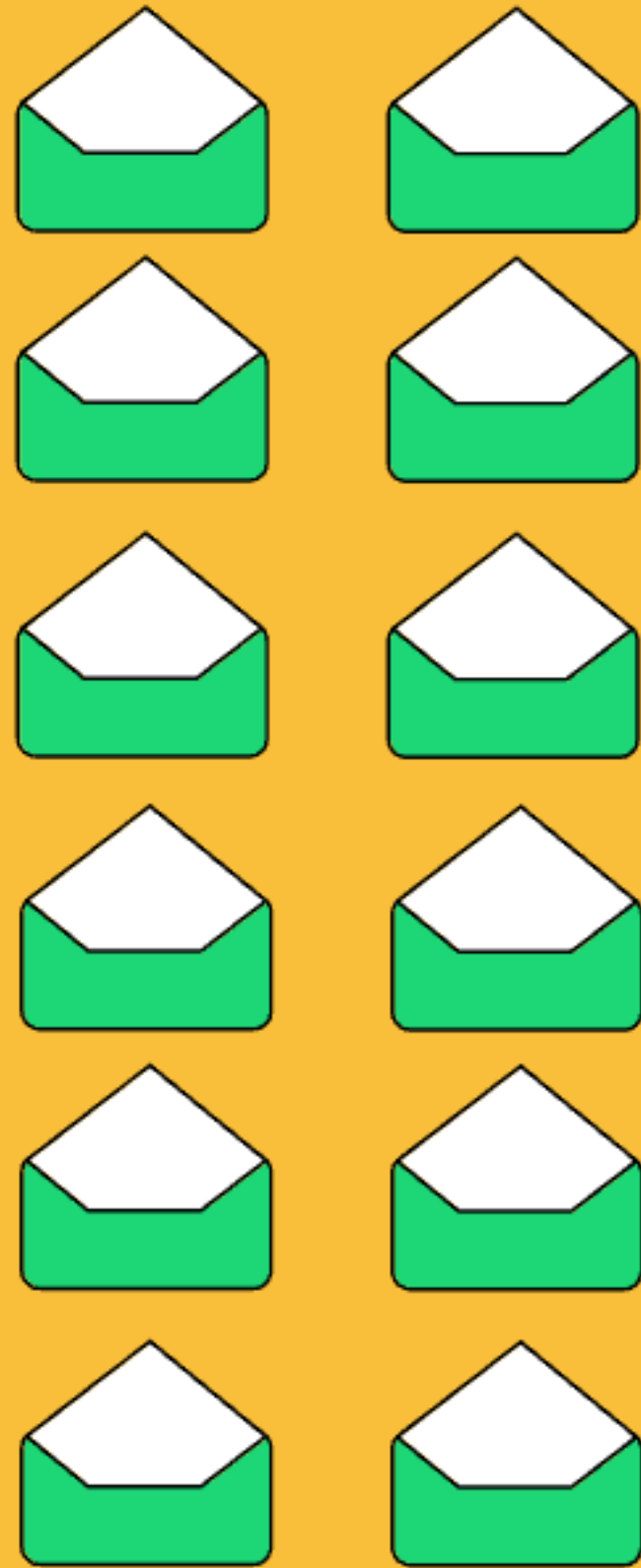


# Tip 7 – Organize your E-mail Habits



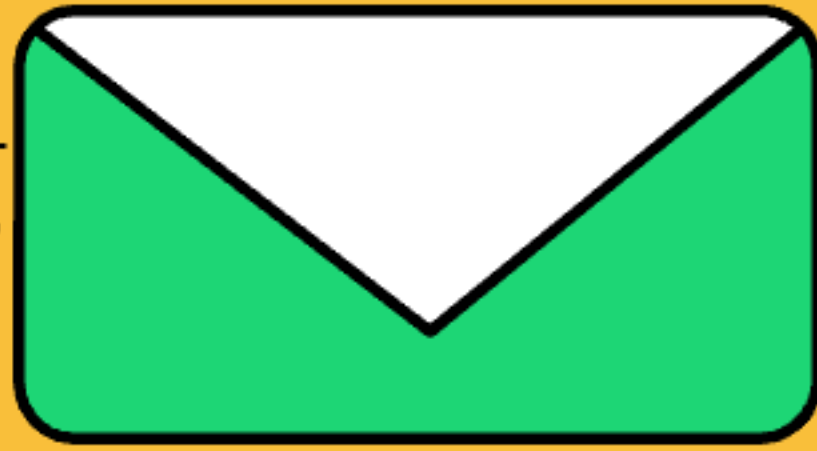




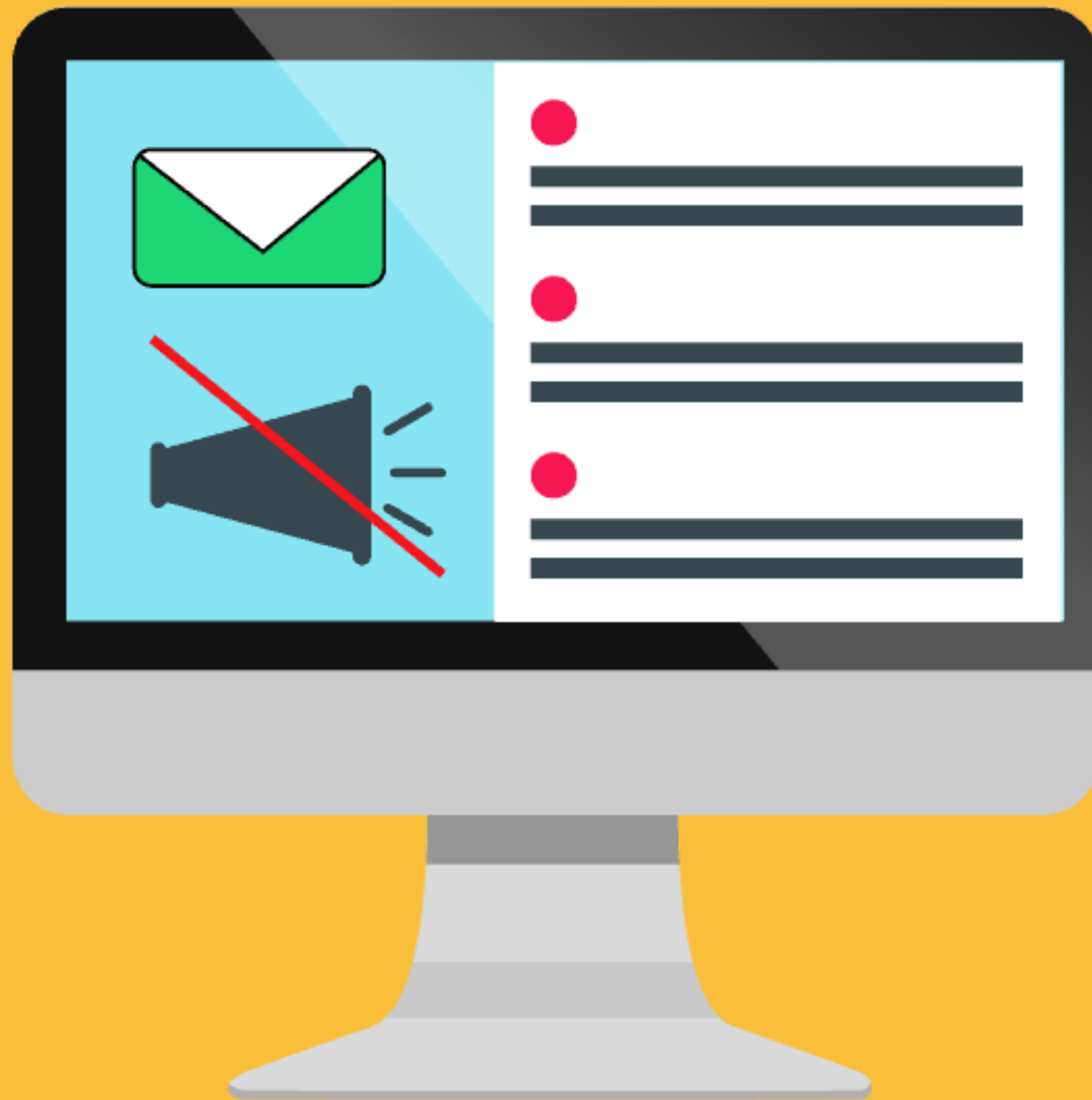
- **Sorting through all of the mail, and responding to e-mails can take a lot longer then it needs to**



- **Let people know to tell you when they require a response**



- **5 sentences or less emails**
- **Designate certain periods of the day to check your e-mail**



- **Shut off your e-mail notifications**
- **Check your inbox at the time(s) of day you decided on**

# Helping you Avoid Wasting Time on Unnecessary Responses



- **Committing to spending less time sifting through your inbox will help you cut out this habit**

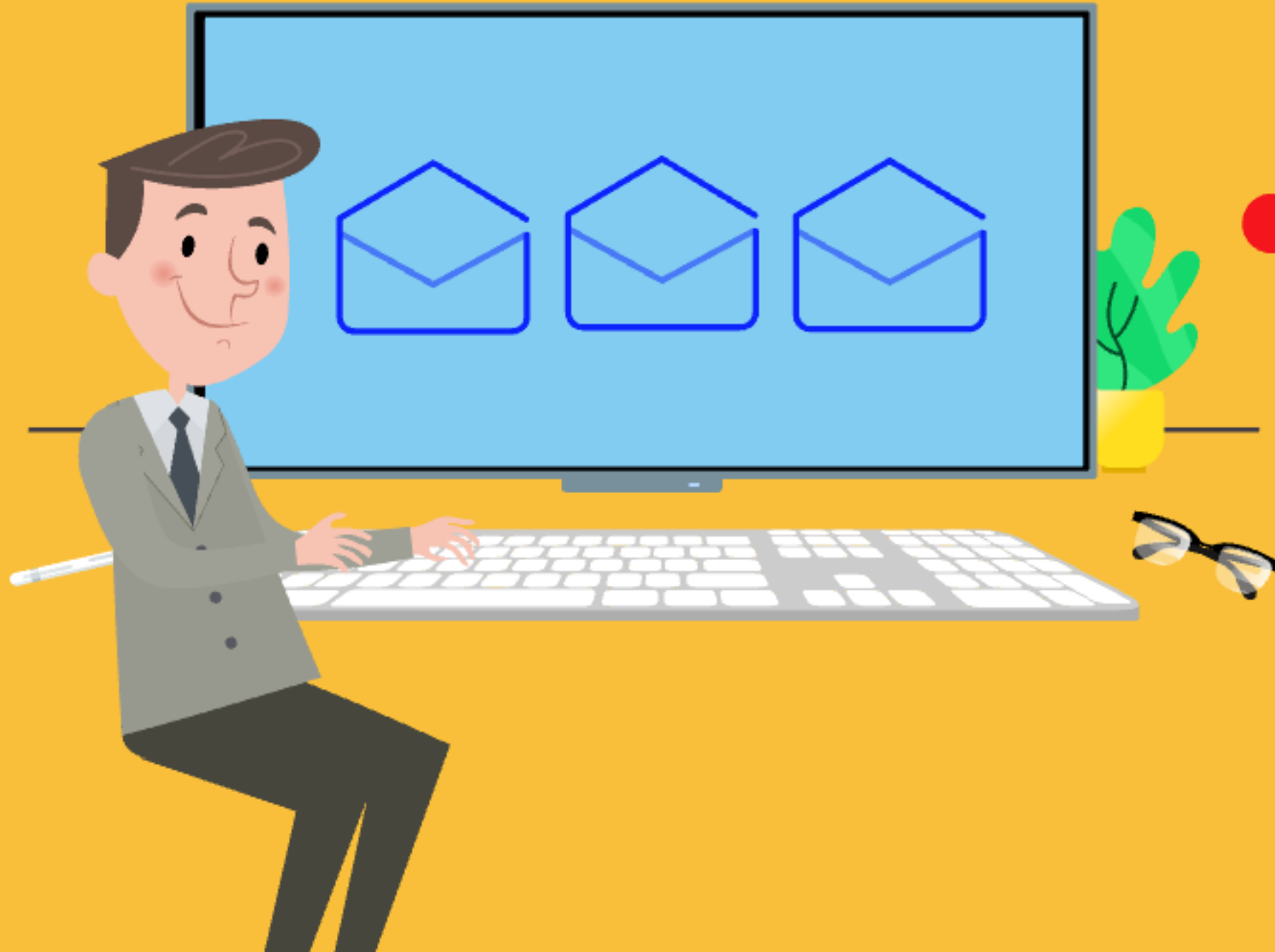
# Allowing you to Focus on Tasks instead of Worrying about Replies

- Having your notifications set up means constant interruptions





# Allowing you to Focus on Tasks instead of Worrying about Replies



- **Get rid of these notifications and decide to check your e-mail at one or two specific times of day**
- **Focus your attention on your replies and get them done quickly**

# In Summary

## ● Tip 7 – Organize your E-mail Habits

1. Helping you Avoid Wasting Time on Unnecessary Responses
2. Allowing you to Focus on Tasks instead of Worrying about Replies