Outcomes

A simple folder structure

Fewer emails in your inbox

A true picture of how much time you have available in your calendar
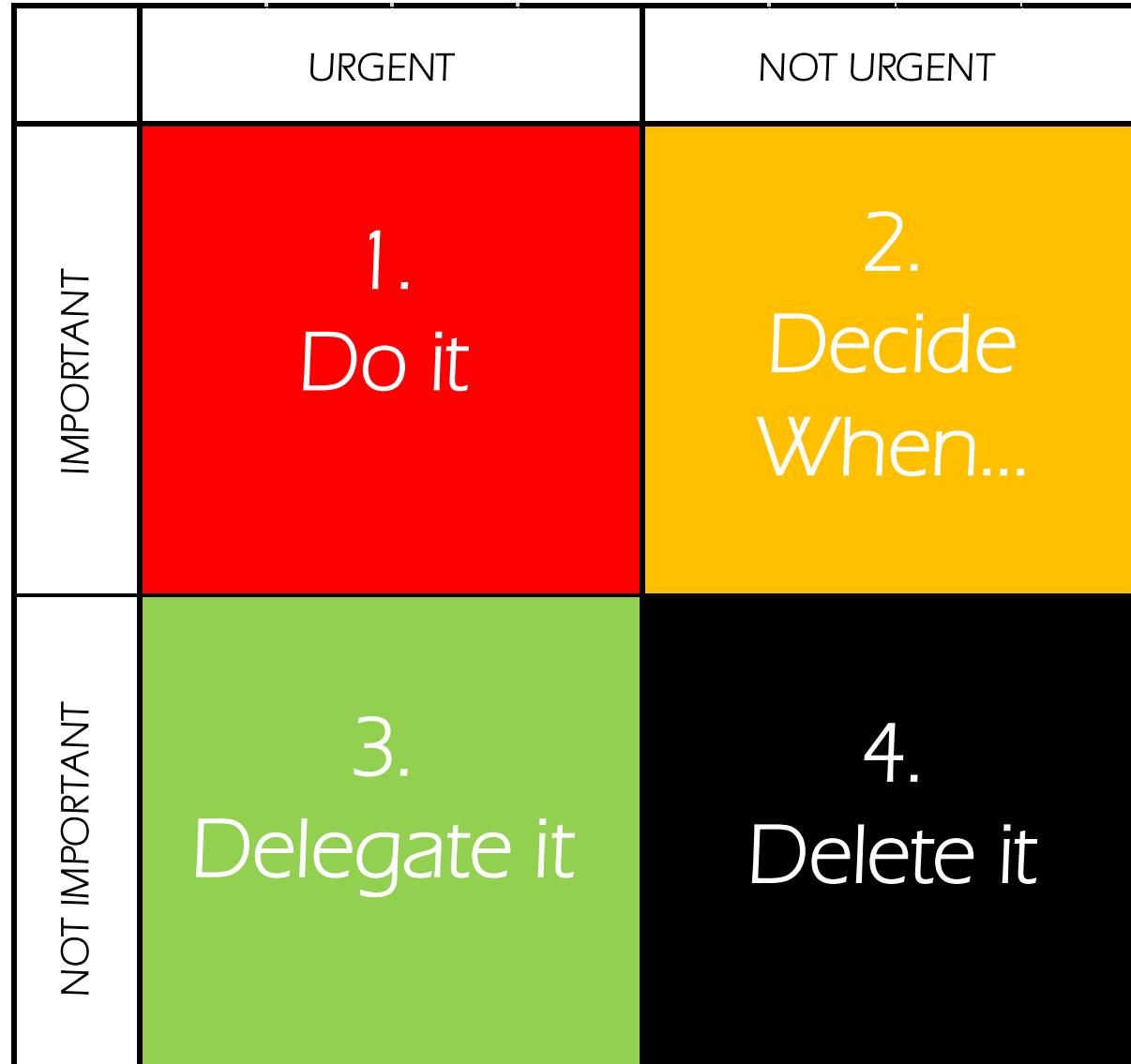
A list of outstanding tasks grouped by priority

An electronic notebook for storing reference material

4Ds

	URGENT	NOT URGENT
IMPORTANT	1. *Do it*	2. *Decide When...*
NOT IMPORTANT	3. *Delegate it*	4. *Delete it*

ALX

Clean up your Inbox

1. Delete all **non-email messages**

2. Delete all unimportant and unnecessary emails

3. Divert future **spam** & **ham** mail to a 'junk' folder

4. Divert **non-action emails** to a 'to read' folder (Check this once a day)

5. Use **Actioned** to move actioned emails to the 'actioned' folder

6. Move all **emails with notes** to OneNote

7. Use **Waiting On** to move emails where you are waiting on someone else. Include their name and what they are doing?

Clean up your Task List

1. Please Note: Deleting a tasks deletes the email associated with it

2. Mark any completed tasks as **complete**

3. Remove any **reoccurring** tasks

4. Revise start and due dates of any **outstanding** tasks

5. Revise the **names** of tasks – clear instructions

Clean up your Folders and Sub Folders

1. **Empty and delete unwanted folders**
   Select all emails in folder (Ctrl A) & click on *Actioned* quick step to move to the Actioned folder, then delete the folder

2. Move emails containing **reference material to OneNote**, then delete the folder

3. Ask yourself if you *really* need a folder or could you easily find the contents by using Search

4. **Auto Archive** folders you need for a set period e.g. 6 months (Right click > Auto Archive)

Decide when...

1. **Task** (quick step) any emails which you do not need to do now, categorise and date them.

2. **Calendar** (quick step) emails you need to do on a specific day at a specific time

3. **Drag** tasks from your task list (under your calendar) to specific time slots on your calendar

4. **Revise** the start dates of any existing tasks

Add any new Tasks

1. From notebooks, post-its & your head, etc.

2. Break down large tasks into smaller chunks

3. Make the task subject clear and unambiguous

4. Be realistic about start & due dates

5. Wish list tasks can be dated 31 Dec that year to review at end of year

What time is already taken?

- Lunch

- Pre-meeting prep time

- Post-meeting notes & actions

- Check emails & review reading folder

- End of day planning

- **Add these activities to the calendar to ensure they are done**

Delegate it

1. Identify those emails that can be delegated & **Forward** them (Ctrl+F)

2. If it's something you regularly forward:

   - Create a new **Quick Part** or

   - Create a new **Quick Step** or

   - Create a new **Rule**

Do it now

- **If** it's urgent & important

- **If** it will take less than 5 mins to complete & only you can do this

Remember:

"Achieving tasks builds momentum"

"Success breeds success"

Planning time for tomorrow

1. Review what has been achieved

2. Look at your calendar for next few days

3. What has not been done?
   - Revise those tasks accordingly
   - Add any new tasks
   - Review allocated time for following day
   - Block off extra time as required
   - Process your inbox
   - Identify the priorities for tomorrow

How important is that meeting?

1. Do you need to be there?

2. Why do they want you there?

3. Can someone go in your place?

4. Is there an agenda?

5. Can you read the minutes instead?

6. How can you decline politely?

7. Do you need to attend the whole meeting?

What would you do in the following situations? ALX

1. An email comes in that takes a few minutes to complete?

2. An email comes in that someone else can do?

3. An email comes in with a task that you can do next week?

4. You have an email that you are waiting for a reply on?

5. Another email comes in relating to an existing item on your task list?

6. An email comes in from an online magazine?