UCI Extension
Continuing Education

Business Tools for Career Readiness

Work Smarter, Not Harder: Time Management for Personal & Professional Productivity
Module 3

with Margaret Meloni, M.B.A., PMP

Schedule Specific Time for Communication

Or, wait until there's a need to spend time on communication

Communications

Expand your inbox to use multiple folders

**-Do it Right Away
-Action Folder
-Pending Folder (requires follow up)
-Information Folder**

Email Communication

Classify Email by your Inbox folders

Email Communication

Classify Email by your Inbox folders

　　– If its quick to do ➔ Do it

Email Communication

Classify Email by your Inbox folders

- If its quick to do → Do it

- Informational email → File it in Information

Email Communication

Classify Email by your Inbox folders

    – If its quick to do → Do it

    – Informational email → File it in Information

    – Actionable email → File it into Action, then schedule it into your work plan and calendar

Email Communication

Classify Email by your Inbox folders

- If its quick to do → Do it

- Informational email → File it in Information

- Actionable email → File it into Action, then schedule it into your work plan and calendar

- An email reply → File it into Pending, then create a reminder on calendar

Keep Similar Information Together

Keep Similar Information Together

- Calendars

Keep Similar Information Together

- Calendars
- Contacts

Keep Similar Information Together

- Calendars
- Contacts
- Personal items

Keep Similar Information Together

- Calendars
- Contacts
- Personal items
- Work items

Time of Day vs. Productivity

Schedule your most challenging work for when you are most productive

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