

How to Cut Your Email Time in Half

Stephanie Vozza

About the Author

Stephanie Vozza wrote a book *The Five-Minute Mom's Club: 105 Tips to Make a Mom's Life Easier* and the founder of TheOrganizedParent.com, she writes about business, productivity, and cool people.

Teaser

Getting back from addictively checking emails to boost productivity.

Keywords

Time Development — Career Development — Habits — Self Development

Title Information

- Title: How to cut your email time in half
- Subtitle:
- Author(s): Stephanie Vozza
- Publisher: Fast Company Magazine
- Year: 2017
- Pages: 1

Ratings

- Applicability/ Importance: 9
- Innovation: 6
- Style: 8

Focus

Career & Self-Development Time Management

Email

Would you like to have more spare time with family or think daily emails are too many to handle. In fact, discovering an effective way to better manage the relationship between emails, saving hours from reading them, is a relevant public need. Stephanie Vozza, author of *The Five-Minute Mom's Club: 105 Tips to Make a Mom's Life Easier*, tells you the tips how to cut the email time half. The tips are practical, digested from the successful and high efficient people. Applying these tips, breaking the bad habits, will help you stay away from the email distractions and get more work done.

Take-aways

- Constantly checking email is an addiction destroying your productivity, need to break.

- Email problem is basically people's own fault.
- Put the time on important goals or relationships is better than emails.
- 5 effective tips guide you spend time on emails smarter.

Recommendations

Reading emails takes notable time of people's daily life. Discovering an effective way to better manage the relationship between emails, saving hours from reading them, is a relevant public need. Stephanie Vozza, author of *The Five-Minute Mom's Club: 105 Tips to Make a Mom's Life Easier*, tells you the tips how to cut the email time half. The tips are practical, digested from the successful and high efficient people. Applying these tips, breaking the bad habits, will help you stay away from the email distractions and get more work done. getAbstract recommends this report to individuals who want to save their time from emails.

What you will learn

In this summary, you will learn:

1. Why you should reduce the time spending on emails
2. How to control your time dealing with emails.

Summary

People love or hate emails. In Adobe, almost half of its employees wish they could have less emails. Another persuasive study shows 70% of people check work email after 6 p.m. Checking email is like an addiction, bringing pleasures. An additional reason, people fear of missing out. Since reading emails takes up a enormous time in daily life, the need of better controlling the email habit and largely

reducing the amount time spend on it becomes relevant, the following 5 tips Stephanie Vozza gives explains how:

1. Put it on the schedule. Planning processing emails, treat as tasks, scheduling on a calendar. Dealing emails once or 3 times a day is practical.
2. Quit the CC CC'ing emails to so many people brings back more. Meaning you will spend more time to read. A recommend way before sending out emails is to think twice.
3. Set up rules Filtering emails into separate categories using specified rules, you could use the method to determine how much time you'll spend on different messages.
4. Stop using your inbox as a to-do list Avoid treating email inbox as a to-do list, reading all incoming emails dramatically decreases productivity. Using "4 Ds" method, the mail is deletable? if not, delegatable? still not, could be done processing within 5 minutes? No, defers.
5. Inform others Let others know your intention help reduce the time spend on email. The daily allocated time for processing email shut off the related notifications.

Key Quotes

"People have to understand that the email problem is largely their own fault."

"Just like sex, drugs, and many of us check email constantly because of the fear of missing out."

"Time spent on email is time that can be better spent on important goals or relationships."