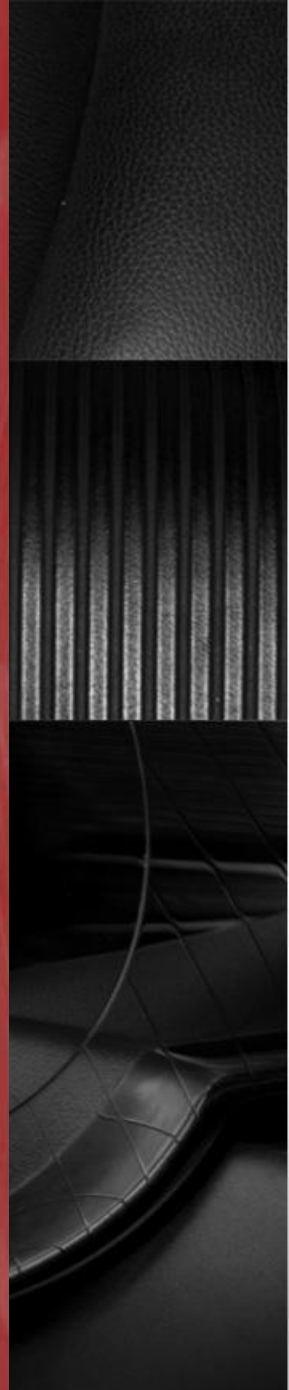


Will It Ever Stop?

Managing your email... and taking a rest
from your devices

National Pest Management Association

November 11, 2014





How do you communicate?



Managing email



Managing email

- Don't check your email first thing in the morning
 - You are at your best first thing in the morning and should address your number one priority when you are at your best
 - Email is never your number one priority
 - Once you check... you're down the rabbit hole
- Check email at regular intervals during the day
 - 10, 11:30, 2, 4, and 6
 - Ten-minute intervals only
 - Then get back to work



Managing email

- Empty your inbox. Options when opening email from your inbox:
 - Delete
 - Forward
 - Respond
 - Move to an appointment (drag and drop)
 - Move to a Task (drag and drop) and prioritize
 - Create other files and move to these files (Pending, Action, Read Only, etc.)
 - Two-minute rule



Managing email

- Forget the rules
 - Or at least go easy on them
 - Too many rules can be confusing and suck time



Managing email

- Use a separate account
 - Gmail, Yahoo, etc.
 - For personal items like news alerts, alumni information, shopping, etc.
 - This will eliminate junk mail from your work email



Managing email

- Subject line
 - First, always put in a subject line
 - Inform the reader what the subject is
 - “Barnes-Rosenberg meeting to discuss favorite cookies”
 - “Membership Report-Up 7%”
 - Informs the reader... and yourself



Managing email

- Honor the cc
 - If you are copied, you are not being asked to act
 - You can quickly triage cc emails (read later, etc.)



Managing email

- When appropriate, underline the question or directive or other critical part of the email
 - Can you let me know Bob Rosenberg's favorite cookie?
 - Please send Bob Rosenberg a box of his favorite cookies
 - Bob Rosenberg ate the entire box of cookies... for lunch!



Managing email

- Unsubscribe... or have your assistant unsubscribe



Managing email

- Come to agreements with fellow staff and others... and model behavior



Managing email



Take a rest from your devices



Take a rest from your devices

- Don't check your email at night
- Don't check your email over the weekend
- Don't check your email on vacation



Take a rest from your devices

- Evenings

- Check email as the last order of business for the day... then leave it alone
- If you have to check email in the evening, let your fellow staffers and others know when you will be doing this (at 8:00 p.m. after dinner for example) and then stick to it
- Don't check email before going to bed

You can't do anything about it... you're going to bed!

Can be disruptive to your sleep



Take a rest from your devices

- Weekends
 - Let your fellow staffers and others know when you will be checking email (Saturday and Sunday morning from 9:00 a.m. to 9:30 a.m. for example) and then stick to it



Take a rest from your devices

- Vacations
 - Don't take your devices with you
 - Have assistant "triage" emails and alert you to messages that need your attention
 - Check emails once a day for ten minutes... then go back to your vacation
 - Tell your fellow staff and others to not send emails while you're away
 - If you use your device for purposes other than work (music, etc.) turn on airplane mode
 - Turn off your notifications (including Twitter, Facebook, etc.)



Will It Ever Stop?