

How to Survive Email Overload

Psychologist Eve Ash knows people are stressed, overloaded and drowning by the number of emails they receive. Eve says the time accessing emails should be controlled to overcome the addiction of receiving email on-tap, anywhere, anytime. To really get on top of email overload there should be two objectives: to have an empty inbox, using a simple, effective system. This program introduces CADDY, a system of email management that enables staff to control their emails, rather than the other way round.

CADDY

C- Calendarise

- Manage commitments, events, schedules.
- Deal immediately with any scheduling emails.
- Copy relevant information, such as time, location into calendar or diary.

A - Ask

- Set up new folder called ASK.
- File emails in ASK that are waiting for feedback.
- Able to monitor delegated tasks and the progress of requested information.
- Keep it simple, do not set up subfolders in ASK.

D – Delete

- Avoid keeping unnecessary emails.
- If the email has been dealt with it, then delete it.

D – Do

- Set up a new folder called DO.
- Respond to emails immediately, saves double handling.
- Emails that can not be acted on immediately, put in the DO folder.
- The DO folder should be cleared.

Y – Year it

- A system of archiving.
- Archive emails in folders according to year.

Duration: 14 minutes

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