

Best Practices Protocol: Time Management for Managing Emails

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- **Set Designated Email Times**
 - Schedule specific times during the day to check and respond to emails (e.g., morning, midday, and afternoon).
 - Avoid constant monitoring of your inbox to minimize distractions.
- **Prioritize Emails by Importance**
 - Use flags, labels, or folders to categorize emails (e.g., urgent, follow-up, informational).
 - Focus on high-priority emails first, leaving lower-priority ones for scheduled downtime.
- **Utilize the Two-Minute Rule**
 - If an email can be addressed in under two minutes, handle it immediately.
 - For longer tasks, schedule time to address them.
- **Unsubscribe and Filter**
 - Regularly unsubscribe from irrelevant mailing lists to reduce clutter.
 - Set up filters to automatically sort incoming emails into folders (e.g., newsletters, client requests).
- **Write Concise and Clear Responses**
 - Keep your emails brief and to the point to save time for both sender and recipient.
 - Use bullet points or numbered lists for clarity when providing multiple pieces of information.
- **Turn Off Notifications**
 - Disable email notifications on your devices to maintain focus on deep work.
 - Only enable them during scheduled email-checking times if needed.
- **Use Templates for Repetitive Emails**
 - Create templates for common email responses to save time.
 - Personalize them as necessary before sending.
- **Organize Your Inbox**
 - Aim for "Inbox Zero" by regularly archiving or deleting emails you've addressed.
 - Use folders and tags to store emails for easy retrieval later.
- **Batch Similar Tasks**
 - Group related emails (e.g., responding to clients or internal updates) and handle them in one session.
 - This prevents task-switching and increases efficiency.
- **Avoid Email Ping-Pong**
 - Be proactive in providing all necessary information in one email to reduce back-and-forth communication.
 - Use phone calls or meetings for complex or sensitive issues.

- **Schedule Follow-Ups**
 - Use a task manager or calendar to set reminders for emails requiring follow-up.
 - This ensures you don't miss deadlines or leave issues unresolved.
- **Leverage Technology**
 - Use email management tools like filters, auto-replies, and prioritization apps to streamline your workflow.
 - Explore features like snooze or deferred send for managing timing effectively.
- **Practice Email Hygiene**
 - Set aside 15–20 minutes weekly to declutter your inbox and review folder organization.
 - Delete old or unnecessary emails to improve searchability and focus.
- **Reflect and Adjust**
 - Periodically evaluate your email management habits and make adjustments to improve efficiency.
 - Seek feedback from colleagues if your email practices impact teamwork.

This protocol aims to foster productivity, reduce stress, and help maintain a balanced work schedule.

Want to discuss this and topics, reach out to Cliff.

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