

EFLTip[®] Balancing Emails

Your email is important to me. I check my emails once a day and will get back to you as soon as I can. Have a great day.

Manage Sender Expectations

- Turn on Out of Office Assistant
- Sometimes, unanswered emails self-resolve

Thank you for your email. I am away from my desk right now, but I will get back to you as soon as I can. Enjoy your day.

Plan Email Vacations

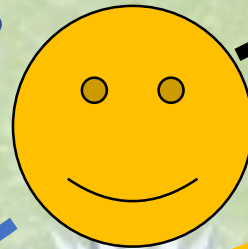
- Turn off your email from time to time

Prioritise in Batches

- *Certain times of day*
- *According to your energy*



Phone is often more personal and can save time



IN PERSON:

- Is even better and can build the relationship, esp. if the matter is sensitive
- Helps you to take a break
- Helps you to take exercise
- Contributes to socialisation – a meeting with someone on the way might be useful



Prioritise According to

- To do days (e.g. Invoices on Tue a.m.)
- Sender/To be Sent
- Urgency
- Importance
- Subject
- CCs (and BCCs)
- it might be helpful to create Folders