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.

# **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

# EFLTip<sup>©</sup> Balancing Emails

#### **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



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