

Email

In the last decade or so, email in the workplace has revolutionized the way we do business. It has changed the way we work together, advertise, promote, buy, sell, and connect in just about every imaginable way. For those of us not born to it however, we may see email more as a hindrance than a help. For us, it is important to have a strategy for its use to be effective. Putting into context in our daily lives' is an important decision. Taking it step by step is key.



Think of it this way: Email is a conversation...

Take Charge

Master it's use

Get organized to send and receive

Toss, file and respond at least once a day

Create subfolders for easy retrieval of important information

Maintain threads on important subjects and conversations

Don't be a slave

Use spell check every time

Set up your salutation within your personal settings for custom signature

Always use standard grammar and punctuation

Never type in all caps – IT'S LIKE YELLING IN PERSON!

Always follow your company's email policy

Today with mobile devices people have become slaves to their email, responding like to every ping of a receipt. Don't let that be you. Batch up when you accept, review, keep, toss and respond. For busy execs and managers 3 times a day is plenty. At the start of your day when you're getting organized for your day. At noon just before you go to lunch and evening just before you go home. This way you stay on top and give yourself a opportunity to stay ahead of important communication between yourself co-workers. This choice will simplify your life and relieve the stress over having to answer or being inundated.

A "thread" is a series of responses over a period of time. You can find "threads" on Facebook, Linked In, or any blog site you might visit. They are the part that asks for comments where you can see people talking back and forth.

Unsolicited email can be used to your advantage by creating categories that correspond with important resource you need to do your job. Decide to keep or toss in the moment. Keep the top percent of what's most relevant to your work.

Most of all we need to remember, the world is calling. As a competent professional and responsible co-worker it is our job to master the use of email to remain relevant in the workplace.