

The slide features a teal background on the left side and a light gray background on the right side. The title and subtitle are centered on the teal background.

# Slowing the Avalanche

## How to Gain Control of Your Email Before It Buries You

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### Objectives

1. To take a look at your life and work in order to establish priorities
2. To provide space and time to consider your work and ways you could improve efficiency
3. To provide email-related tools and tips you can start applying immediately

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**Date:** June 2022  
**To:** Worker's Compensation Symposium  
**From:** Erin Lee Schneider  
**CC:**  
**Subject:** This Presentation is NOT About Email

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What it is  
really about.

- It's about your priorities
- It is about replacing "URGENT" stuff with the IMPORTANT stuff
- It's about avoidance
- It's about efficiency and inefficiency
- It's about keeping yourself at arm's length
- It is about YOU

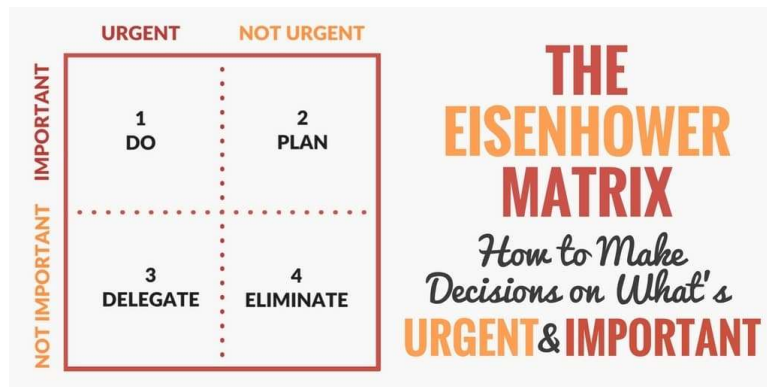
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# Priorities



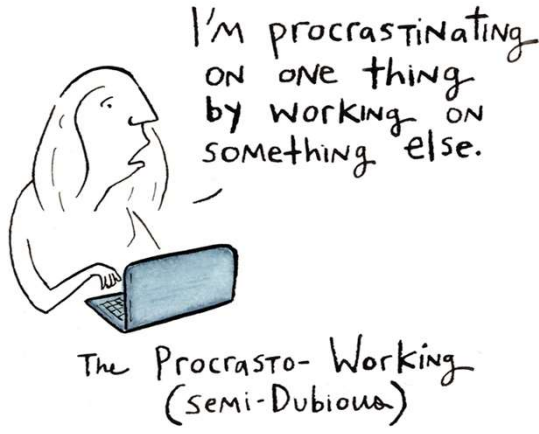
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# The Important & The "Urgent"



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Avoidance



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Intimacy and Professional Relationship Building



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## Intimacy

It's about having **easy** and **convenient** method(s) to **less authentically connect** with those around us.

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## Efficiency & Inefficiency



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What is your SuperPower?



11

A case study



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It's About You.

Your life. Your work. Your stress. Your happiness.

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5 Step Method  
to E-mail  
Management

1. Delete.
2. Delegate
3. Respond
4. Do.
5. Delete or Archive.

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## Step 1: Delete/Archive

### What are we doing in this step?

Dealing with the things that don't require your attention.

### Like what?

Notifications (Repetitive EDMS notifications)

Things that can be filed (Also maybe EDMS notifications, FYIs)

Calendar acceptances

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## Step 2: Delegate

### What are we doing in this step?

Determining if another human being can do this.

### What do you mean?

- Manage up, my friends
- Set a reminder for those that are less trustworthy
- Can future Erin do this?
- Can a robot do this?

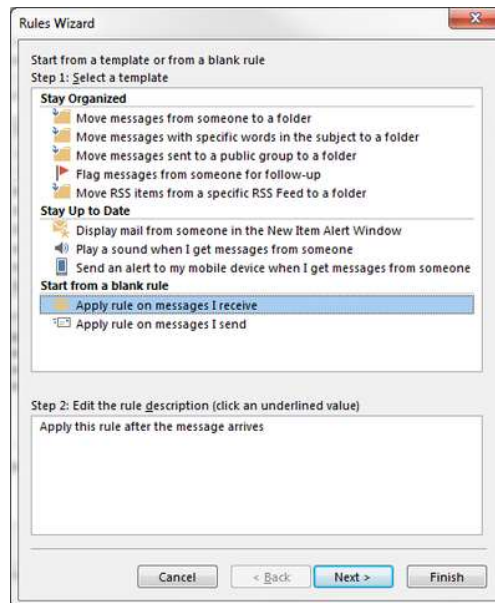
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## Rule Suggestions

- Auto Delete from particular senders
- Automatically move to folder
- Rules can help with batching. EDMS notifications
- Prioritize the priorities (Judges, Clients)- who does your job depend on?

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## Step 3: Respond

What are we doing in this step?

Sending quick replies that don't take a lot of work.

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2 minute rule



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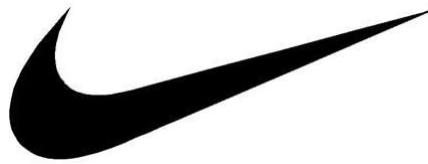
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## Canned Replies and Speaking Email

What are things you type over and over and over again?

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## Step 4: Do.



What are we doing with this step?

Just doing it.

Or Maybe...

- Calendar
- Add to to-do list
- Batch

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## Step 5: Delete or Archive (again)

Once you have delegated, responded, or done the work then you deal with that email.

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Today is the first day of the rest of your life.

1. Spend up to 2 hours unsubscribing (calendar)
  - Unroll.me
  - Gmail Unsubscribe
    - <https://www.youtube.com/watch?v=m-Fi5WaAe3M>
  - Clean Email
2. Restructure your folder systems
3. Purge
4. Calendar Email Time
5. Write some templates
6. Notify those that may care about your new schedule (the dreaded out of office)

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Revolutionary  
Tools



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Bring  
Others  
Along



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# Thank you!

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