

Top 10 Tips for Effective Email

Time management and choices made play a role on how well we deal with emails. The following tips are essential in successfully managing email.

- When writing an email: begin with an opener, then add the middle and end with a closer. This technique tends to work for any personality preference.
- It's okay to delete several messages at once, don't feel like you have to read every message.
- Be careful of tense, capitals, emoticons, abbreviations, etc., and remember all capitals sound as though you are shouting. The more they are mixed or used incorrectly, the harder it is to read the message.
- Be cautious as you send forwards, you can't control who edits the content.
- Do not react as your inbox fills. Email may be used for different reasons so don't feel like you have to respond. It's okay to respond to each email differently depending on the subject matter.
- When checking email, first scan for the names most important to you. This way you are never overwhelmed by the number of emails.
- Let the software help you manage your email. Use filters or labels to automatically file the email.
- Use folders to organize the email you receive and send, this way you can keep your inbox clean.
- Check, read, respond, and create emails according to when the time is right and when you are able to deal with it.
- Know what's important to you. Choose when to manage your email and it will never manage you.