

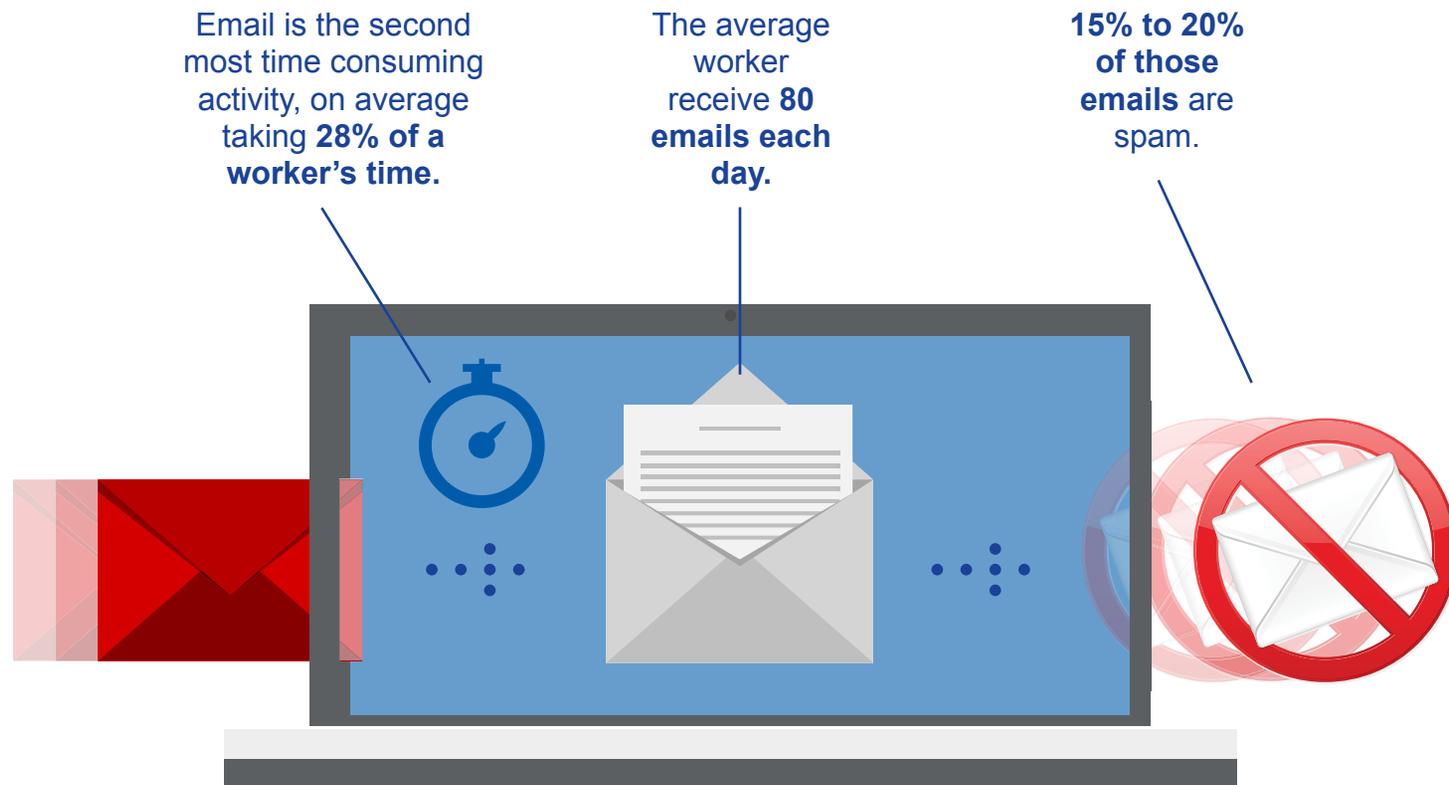


to Manage Your Email  
Time Better and Be  
More Productive



# Get More Done

You probably know that email takes up a lot of the average office worker's time, **but do you know how much?**



## You have a lot to do.

Make the most out of the time you spend on your email by following these tips...

# Block Out the Noise

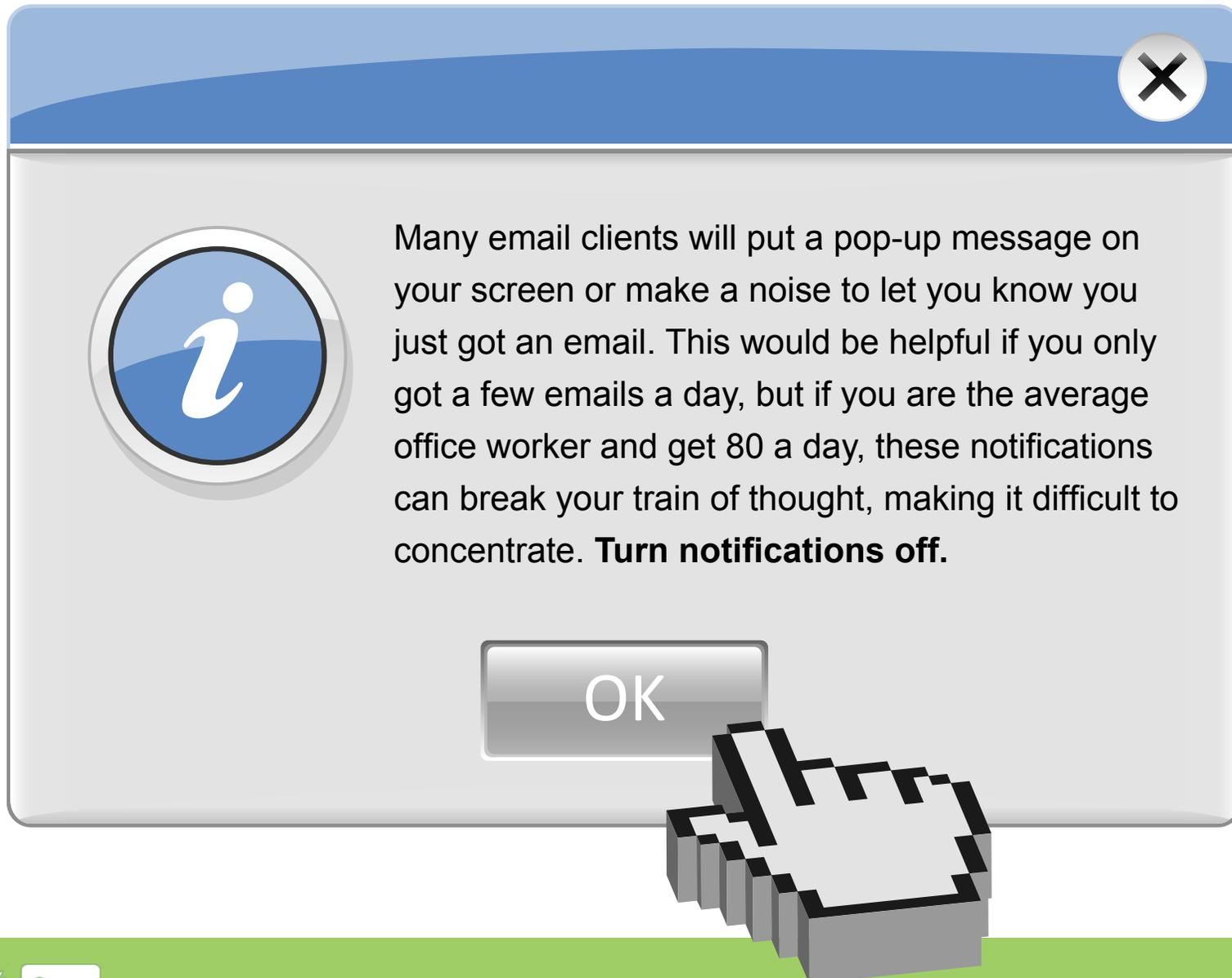
You only have so many hours in your day, so you need to be careful how you use them. Managing your email takes precious time away from other activities, and the constant stops and starts in other work caused by responding to emails compounds the issue.

An independent survey showed Microsoft employees spent about **10 minutes** responding to an email, and then took an additional **15 minutes** to get back to work. This equates to about **half an hour** per email.



# Tip #1

## Turn off your email notifications.

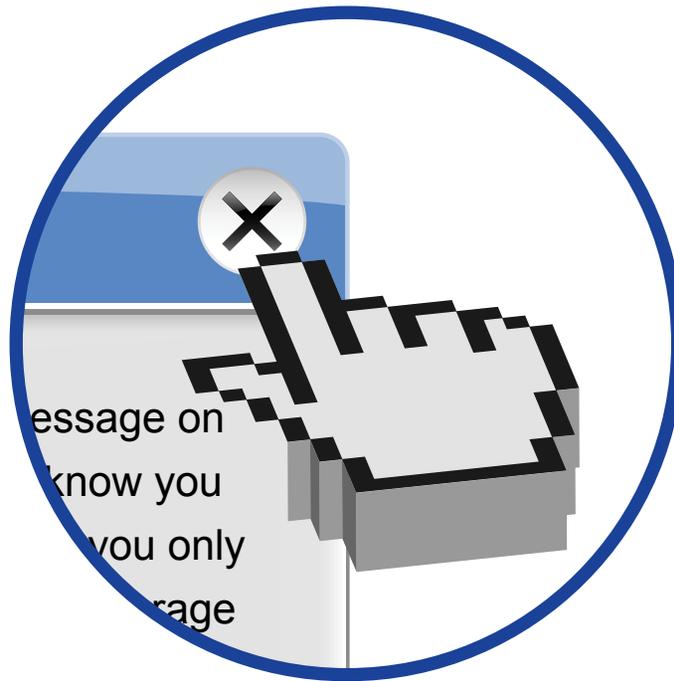


## Tip #2

### Close your email.

Sometimes when you really need to get something done, you should just go ahead and actually turn off your email. You might not be able to do this all of the time, but it is a good way to focus on important tasks. If someone really needs to get in touch, they can still call you.

**When you need to concentrate, turn off your email.**



## Tip #3

### Schedule “email time.”

Email is important, so you can't afford to ignore it, but responding immediately to every email is time consuming and interrupts your workflow. Instead, think about scheduling time in your day to spend on your email. *We suggest checking it only twice a day: once in the early morning and once in the later afternoon.* Prying yourself away from your email may be a challenge, but you will notice yourself getting a lot more done.

**Instead of letting each email response interrupt you, scheduling time on emails will let you respond to batches of email at the same time, limiting interruptions.**

# Be Efficient

When your desk is messy, things are hard to find and you get slowed down. The same is true with your email use. The more efficient you are with how you organize and write your emails, the more time you'll be able to spend on your other tasks.



## Tip #4

### Write short emails.

You are busy; whoever you are sending your email to is busy—so don't write long emails unless totally necessary. Writing emails that are short and to the point will save you time and will be appreciated by your coworkers.

**Write shorter emails—everyone wins.**



## Tip #5

### Use folders.

Most email clients include the ability to sort your emails into folders. Using folders will make it easier for you to find and respond to emails quickly. How you organize your folders is up to you, but it is important to stay on top of sorting emails into the right folders, or else there's no reason to have them at all.

**Use folders to organize your inbox.**



# Protect Your Inbox

Your email address is valuable, so there are a lot of people out there who want access to send you marketing emails. Protecting access to your inbox can be simple, but it will directly reduce the number of emails (and interruptions) you get in a day.

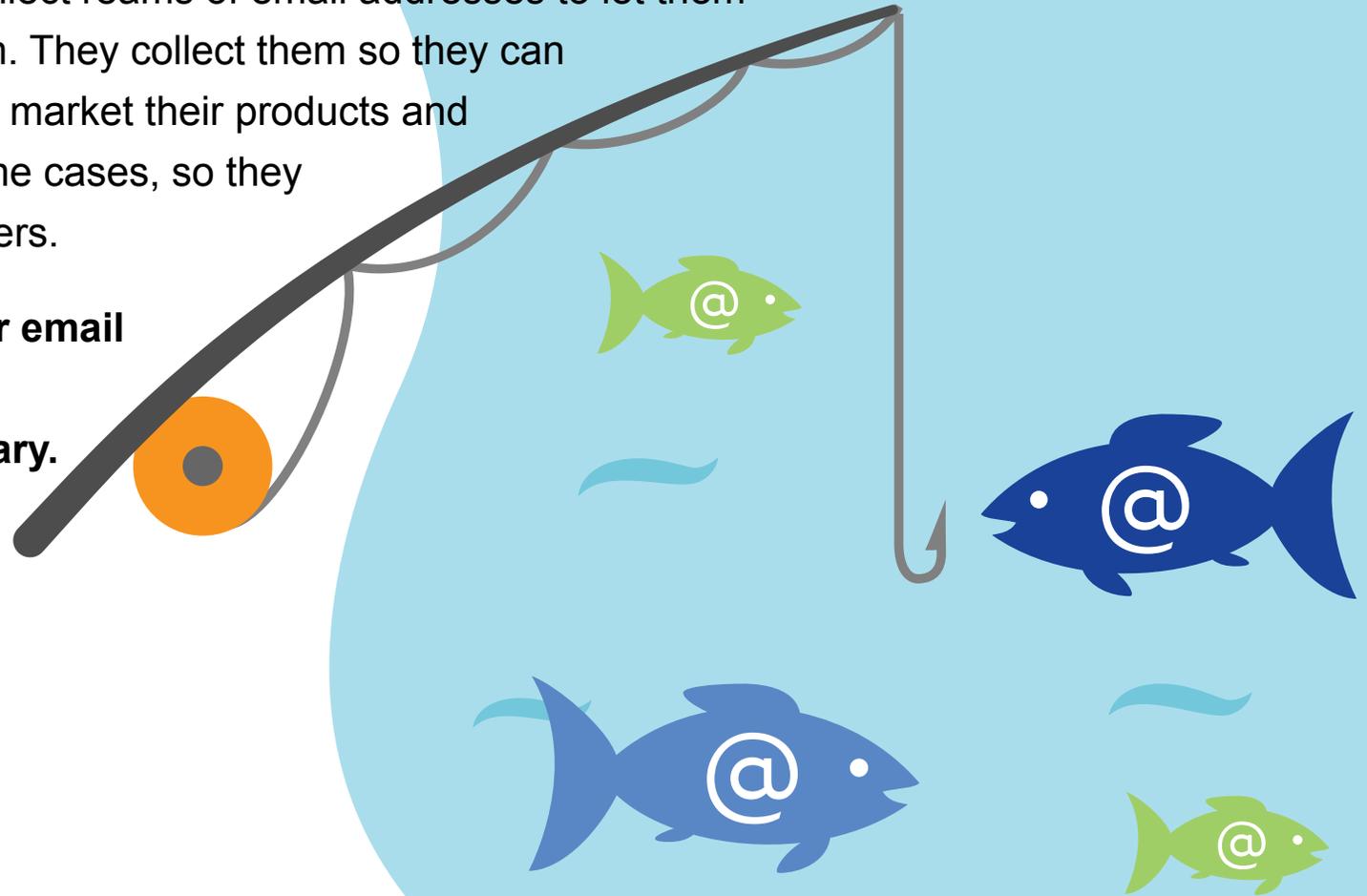


## Tip #6

### Be careful who you give your email address to.

Practically any time you sign up for anything online, or buy something at store, someone is asking you for your email address. The reason? **It is valuable.** Companies don't collect reams of email addresses to let them sit in a storage room. They collect them so they can use them to actively market their products and services and, in some cases, so they can sell them to others.

**Don't give out your email address unless absolutely necessary.**



## Tip #7

### Unsubscribe from emails you know you don't want.

If you sign up for an industry email newsletter, you'll continue to get it until you tell the sender you don't want to receive it anymore. It can be easy to just delete the newsletter and move on. Instead, open the email and click the "unsubscribe" link. Once a month, spend time going through your inbox to unsubscribe from mass email you no longer want to receive.

**It takes a few extra seconds, but unsubscribing from an email list will mean fewer interruptions in the long run.**



## Tip #8

### Manage your bulk email.

Bulk email—also called “bacn”—is email that you might want to read, but you don’t want to read right now. Common sources of bulk mail include social media, daily deal sites, and online retailers. You need to find a way to sort bulk mail from our personal emails so you can focus more on the emails that matter the most.

**Keep your bulk mail out of your inbox without getting rid of it all together.**



# Sendio: Reclaim Your Inbox

Manage your email better and achieve greater efficiency. Sendio has a dual solution that helps you spend less time managing your inbox and more time getting work done.



## Sendio's Email Security Gateway

Sendio's Email Security Gateway keeps spam and malicious emails out of your inbox so you never have to deal with them again.



## Sendio's Opt-Inbox™

Sendio's Opt-Inbox™ keeps your bulk mail separate from your conversations with real people, making it easy for you to focus on your important emails.

**About Sendio:** Sendio offers solutions to enterprises and institutions that will increase employee productivity while eliminating spam and malicious emails. To learn how Sendio can help your business achieve greater email efficiency, call (877) 363-2772.

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