Mentimeter

How did your plan/habit from last week go? Is there anyway we could help more with it?

It went OK

I could have done better

I loved it! It was really!

Not great. I need to try harder.

Very handy!

It went pretty well. I should have set my phone to remind me of the daily meeting with self.

Need to continue to try things out!

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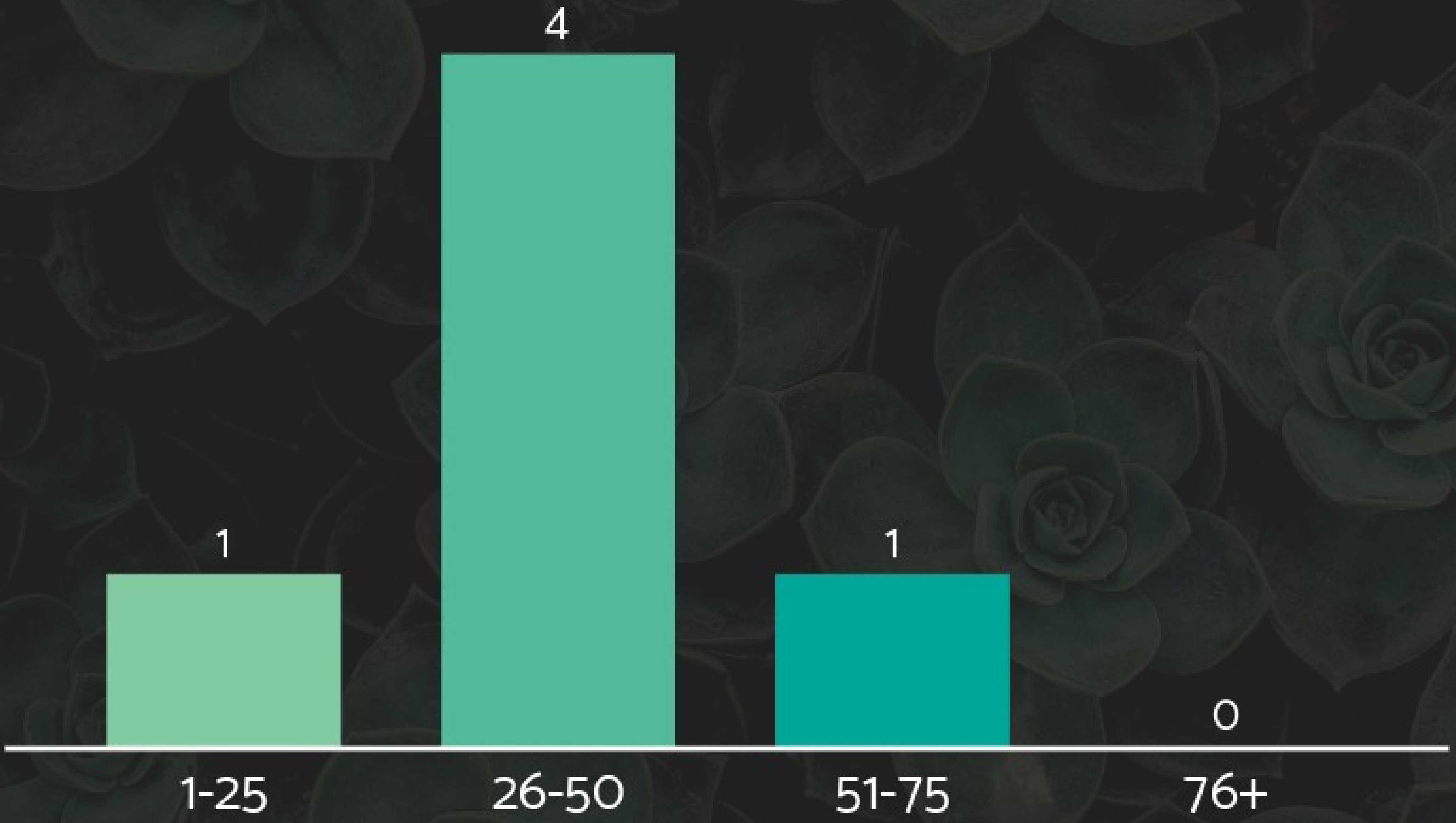
The topic today=Conquering Email

Thank you to Jill Hurst-Wahl for permission to share these resources and ideas!

How many emails per day do you receive?

Mentimeter



Discussion-What is the one thing you wish you could change about email?

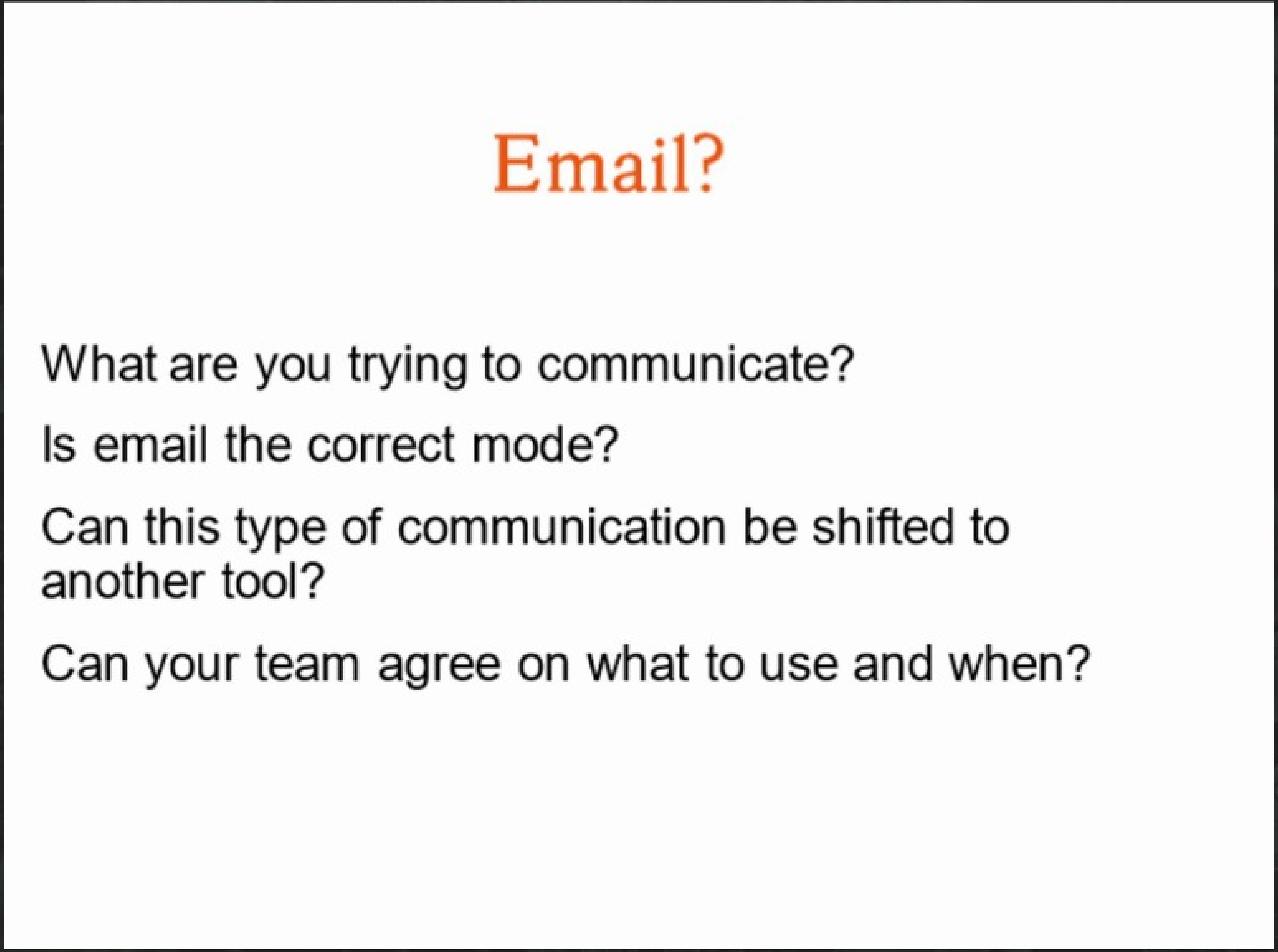
What is email?

Email is an integral part of our workday.

It is both communication and delegation tool.

It is useful and it is noise.

If you don’t conquer it, it will conquer you!



Email?

What are you trying to communicate?

Is email the correct mode?

Can this type of communication be shifted to another tool?

Can your team agree on what to use and when?

What other tools could your team use for short messages or brief conversations? Or to work together? Lots of options. For example:

- Teams
- Text
- Conversations
- Teams
- Texting, Messenger, telephone
- Google classroom
- Google groups
- team chat
- Video conferencing

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What other tools could your team use for short messages or brief conversations? Or to work together? Lots of options. For example:

Messenger

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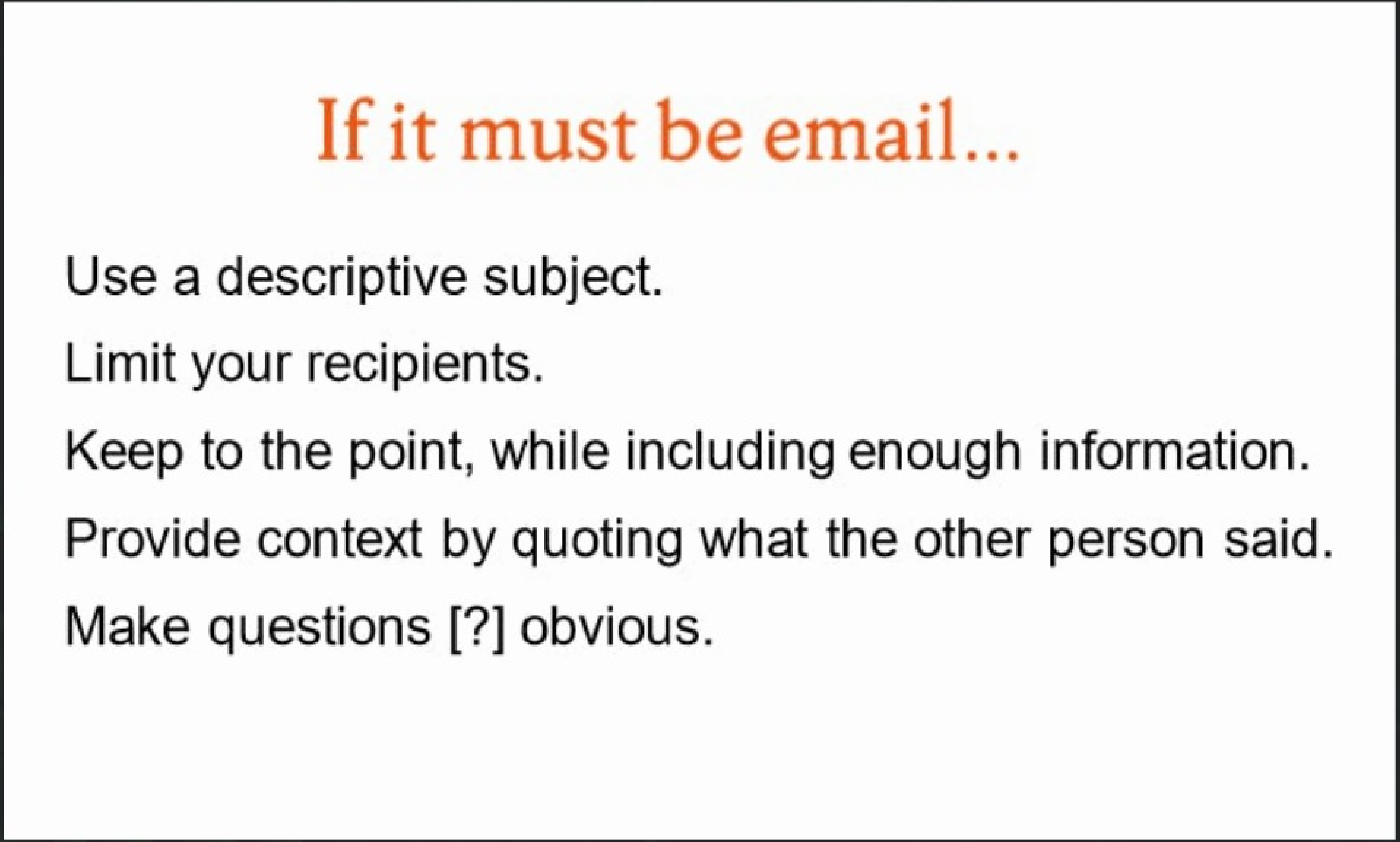


If it must be email…

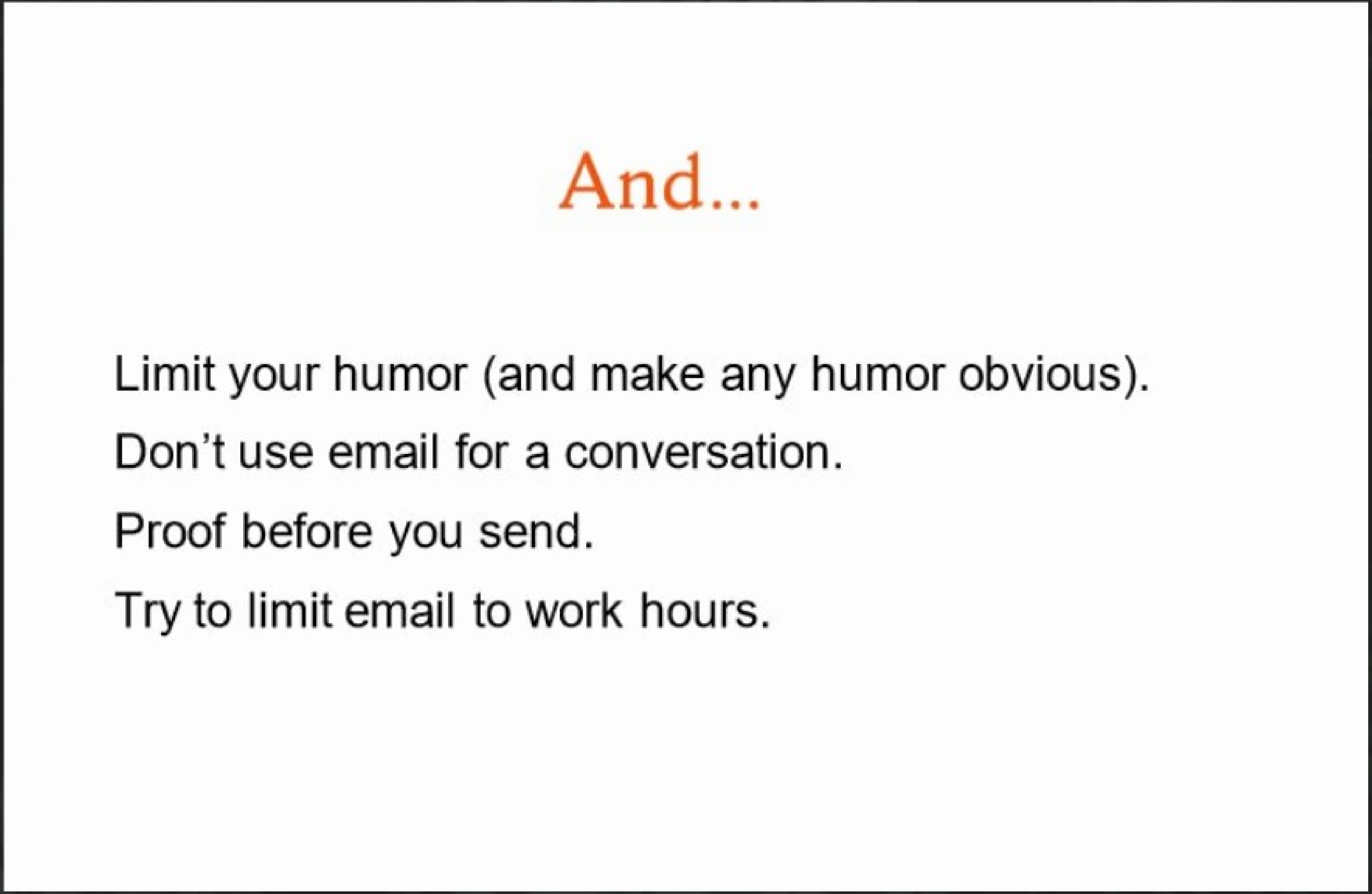
Use a descriptive subject.

Limit your recipients.

Keep to the point, while including enough information.

Provide context by quoting what the other person said.

Make questions [?] obvious.



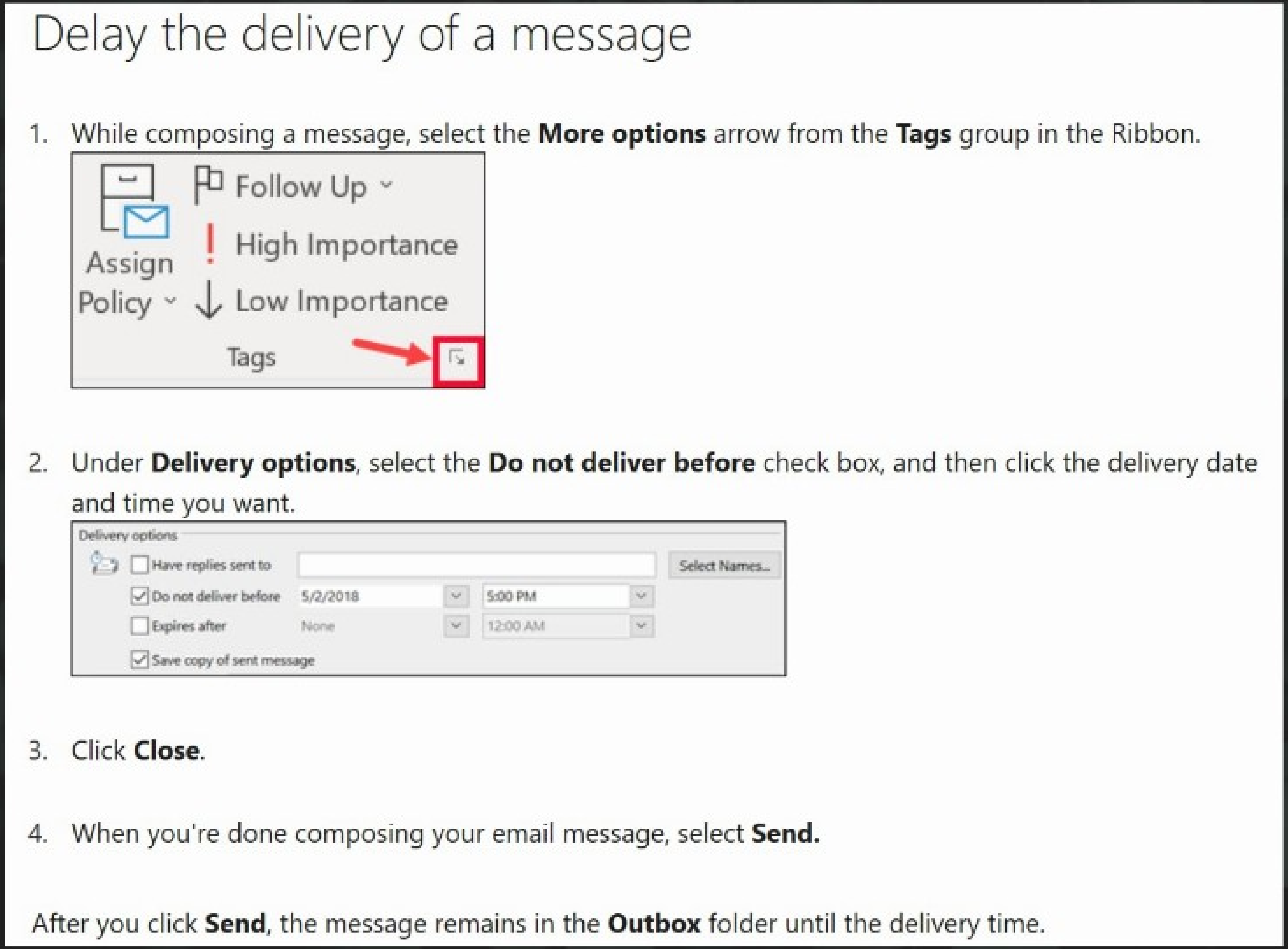
And...

Limit your humor (and make any humor obvious).

Don’t use email for a conversation.

Proof before you send.

Try to limit email to work hours.



Delay the delivery of a message

1. While composing a message, select the **More options** arrow from the **Tags** group in the Ribbon.

2. Under **Delivery options**, select the **Do not deliver before** check box, and then click the delivery date and time you want.

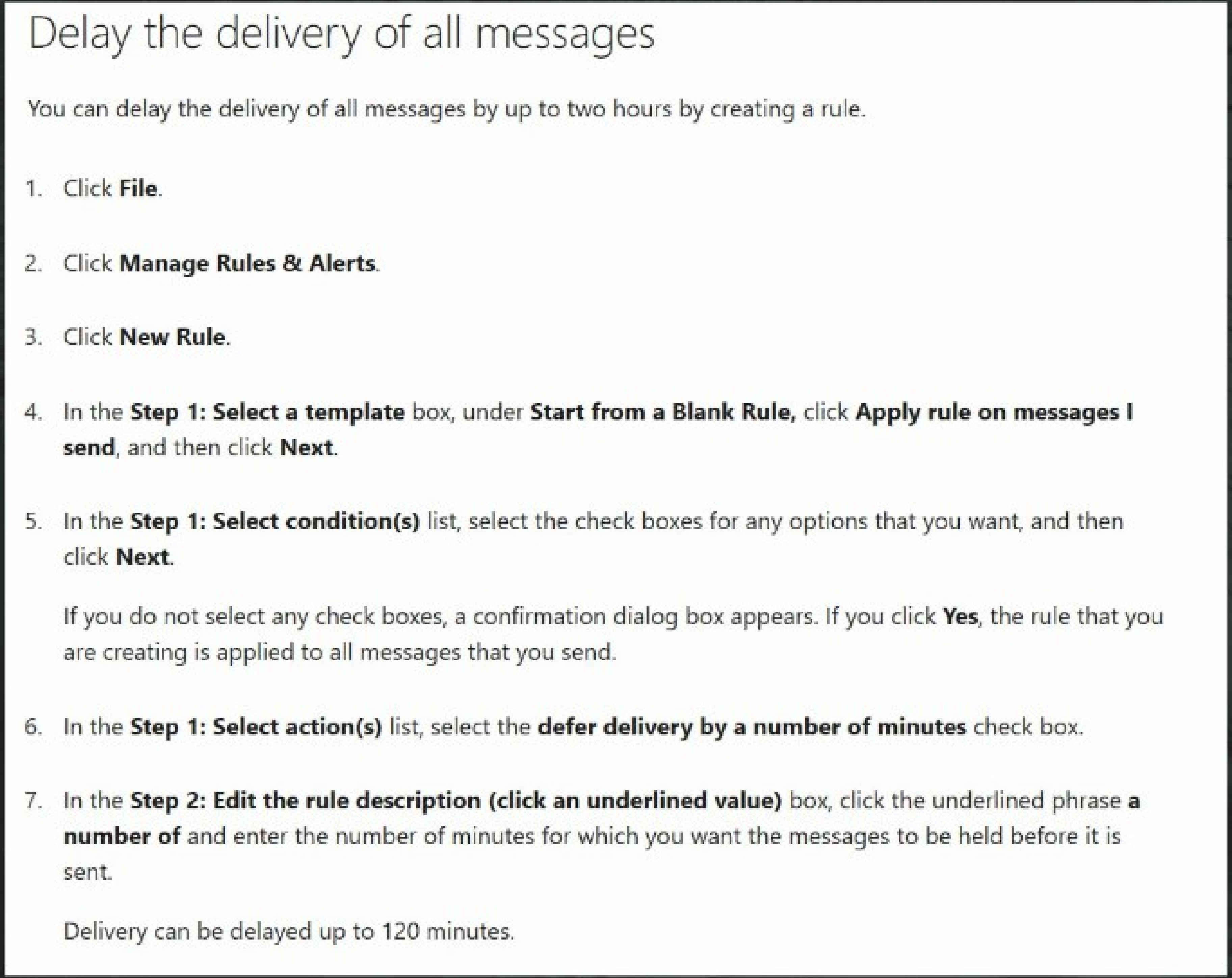
Delivery options
☐ Have replies sent to
Select Names...
☑ Do not deliver before 5/2/2018 5:00 PM
☐ Expires after None 12:00 AM
☑ Save copy of sent message

3. Click **Close**.

4. When you're done composing your email message, select **Send.**

After you click **Send**, the message remains in the **Outbox** folder until the delivery time.

Schedling an email in Outlook-taken from support.office.com



Delay the delivery of all messages

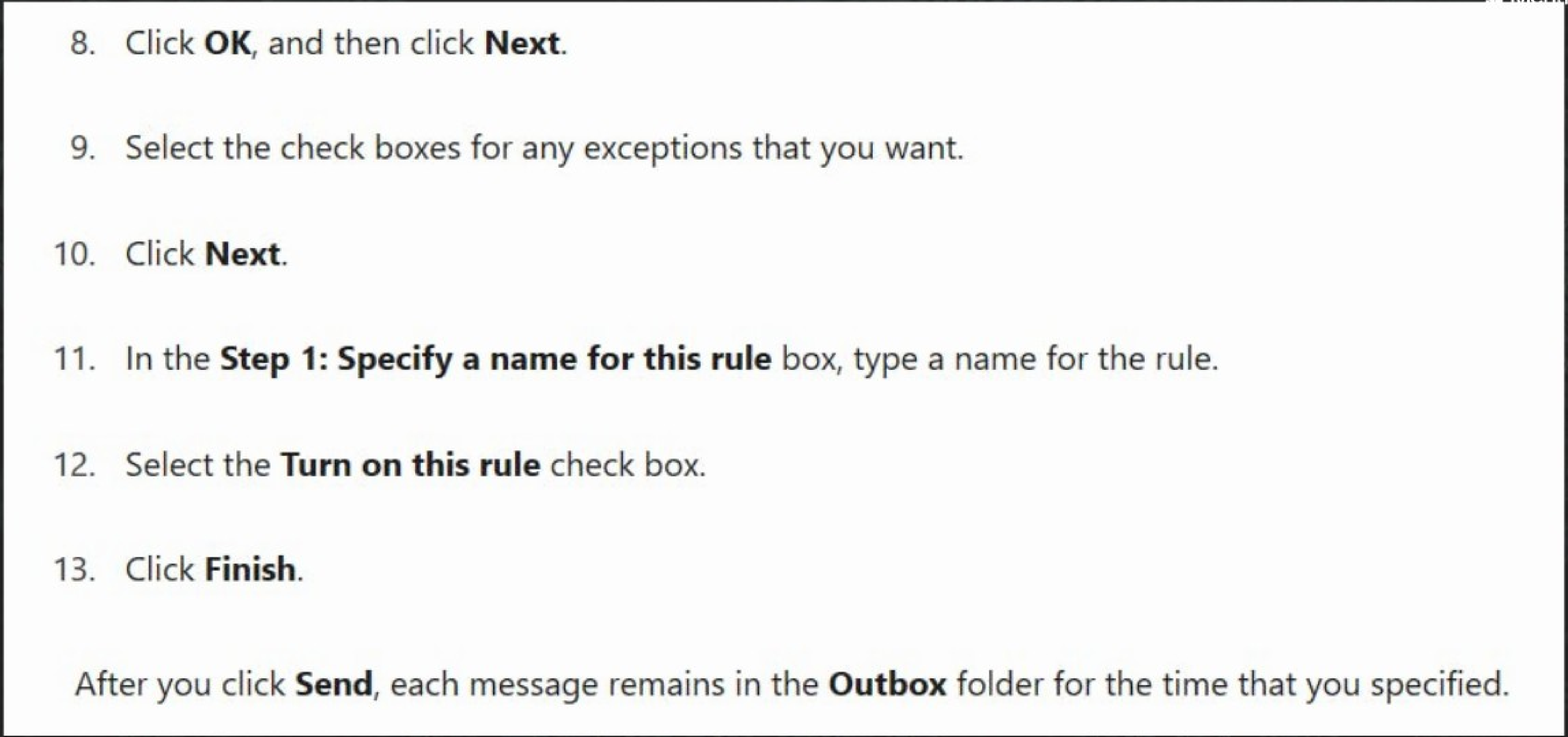
You can delay the delivery of all messages by up to two hours by creating a rule.

1. Click **File**.
2. Click **Manage Rules & Alerts**.
3. Click **New Rule.**
4. In the **Step 1: Select a template** box, under **Start from a Blank Rule,** click **Apply rule on messages I send**, and then click **Next**.
5. In the **Step 1: Select condition(s)** list, select the check boxes for any options that you want, and then click **Next**.

   If you do not select any check boxes, a confirmation dialog box appears. If you click **Yes**, the rule that you are creating is applied to all messages that you send.
6. In the **Step 1: Select action(s)** list, select the **defer delivery by a number of minutes** check box.
7. In the **Step 2: Edit the rule description (click an underlined value)** box, click the underlined phrase **a number of** and enter the number of minutes for which you want the messages to be held before it is sent.

   Delivery can be delayed up to 120 minutes.

Delaying an email from sending-taken from support.office.com



8. Click **OK**, and then click **Next**.
9. Select the check boxes for any exceptions that you want.
10. Click **Next**.
11. In the **Step 1: Specify a name for this rule** box, type a name for the rule.
12. Select the **Turn on this rule** check box.
13. Click **Finish**.

After you click **Send**, each message remains in the **Outbox** folder for the time that you specified.

Turning the Rule on-taken from support.office.com

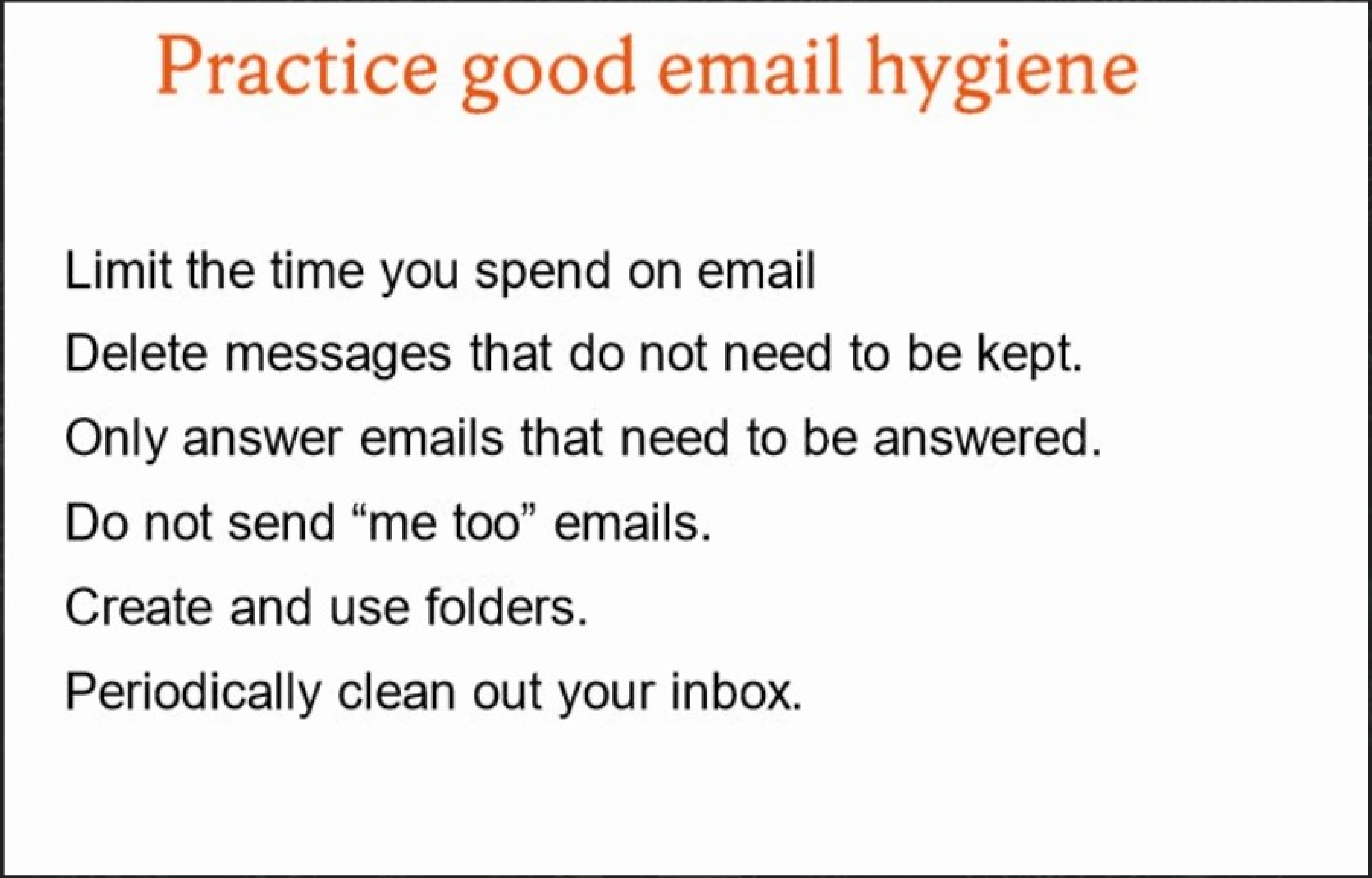
Scheduling an email in Google

- → On your computer, go to Gmail .
- → At the top left, click Compose.
- → Create your email.
- → At the bottom left next to ”Send,” click the dropdown arrow .
- → Click Schedule send.
- → Note: You can have up to 100 scheduled emails.

♥ ? 👍 👎

Viewing or changing a scheduled email in gmail

- → View or change scheduled emails
- → On your computer, go to Gmail .
- → At the left panel, click Scheduled .
- → Select the email you want to change.
- → At the top right of your email, click Cancel send.
- → Create your changes.
- → At the bottom left next to "Send," click the dropdown arrow .
- → Click Schedule send and select a new date and time.
- → ----Cancel an email
- → At the top right of your email, click Cancel send.
- → Note: When you cancel a scheduled email, it becomes a draft.



Practice good email hygiene

Limit the time you spend on email

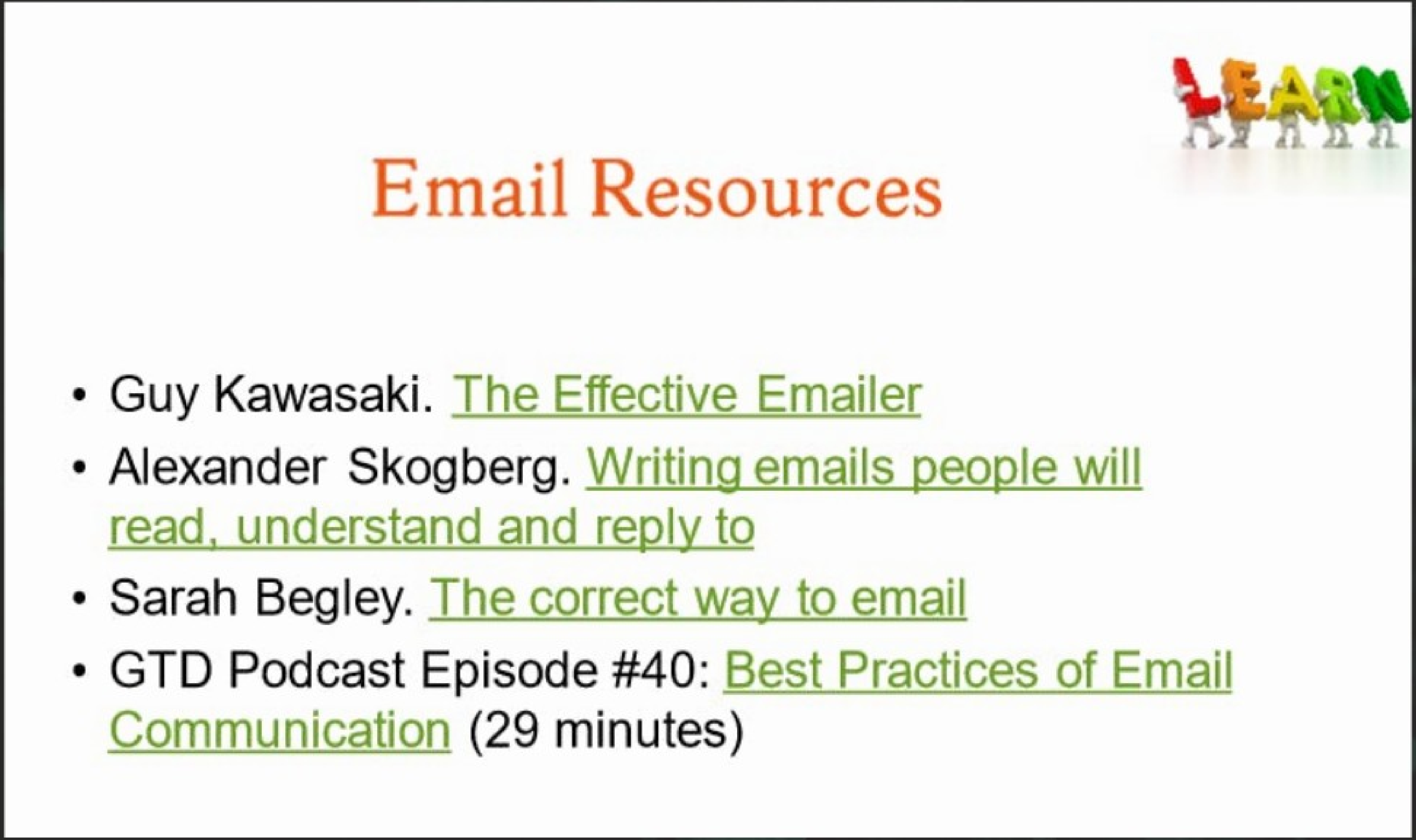
Delete messages that do not need to be kept.

Only answer emails that need to be answered.

Do not send “me too” emails.

Create and use folders.

Periodically clean out your inbox.



Email Resources

- Guy Kawasaki. The Effective Emailer
- Alexander Skogberg. Writing emails people will read, understand and reply to
- Sarah Begley. The correct way to email
- GTD Podcast Episode #40: Best Practices of Email Communication (29 minutes)

Thank You for Joining

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