

5 Tips to Save you 6 hours per week

HOW BUSY PROFESSIONALS CAN LEVERAGE THEIR INBOX

According to Harvard Business Review, the average professional has 200 emails in their inbox and spends a staggering 28% of their workday on email management. However, many people are unaware of how much time they spend on this task. That's why we've developed a concise guide to help professionals take back control of their time.

Our guide identifies common time-wasting practices and provides practical steps to avoid them.

21 MINUTES PER DAY - OVER CHECKING EMAILS

For most busy professionals, a quick response time to emails isn't expected from the sender. So why do we spend so much time checking emails just in case anything urgent comes in?

27 MINUTES PER DAY - HAVING A FULL INBOX

You might be surprised to learn that simply having a full inbox can cost you around 27 minutes per day. This is because we often find ourselves rereading the same emails as we scroll through our inbox, even if we've already addressed them. It's hard to resist the urge to keep checking when it's right there in front of us!

25 MINUTES PER DAY - ORGANISING EMAILS INTO TOO MANY FOLDERS

It may come as a surprise, but organising your deals with emails into existing folders can consume a considerable amount of your time every day. Given that the search bar is a highly effective tool for finding emails, why spend your time organising them into different folders for each client or supplier?

1. Schedule placeholders in the diary to check emails

Allocate specific time slots throughout the day to check and respond to emails instead of constantly checking them as they come in. It's not necessary to do so! Create a default diary to organise your time and select one or two suitable times in your day to review your inbox. Once you've established these times, adhere to them!

2. Unsubscribe

Are you constantly distracted by offers, newsletters, and spam emails that do not add any value to your work? Consider having your personal assistant spend some time each day not only deleting these messages but also unsubscribing from them to prevent their recurrence. This simple step can save you a significant amount of time and help you stay focused on the most critical emails.

3. Utilise the functions that are available to you

Microsoft and Google offer a variety of features to help you manage your inbox. Are you taking advantage of all of them? From setting categories to pinning, snoozing, creating rules, and flagging, there are numerous features available to you. Take the time to learn and use these functions, as they can greatly enhance your productivity and organisation.

4. Use a minimalistic approach

Keep your inbox clutter-free by only leaving emails that require action. You can use your inbox as a to-do list to help you stay on top of tasks. Once you've dealt with an email, archive it right away. Avoid complicating things with too many folders; The search function in emails is sufficient for finding what you need.

5. Have someone check your inbox for you

If you find yourself needing to check your inbox more than once or twice a day, consider delegating this task to your personal assistant. They can prioritise the emails that require your attention, and you can reduce the time you spend on email by half. This way, you can focus on other important tasks while ensuring that your inbox is being monitored regularly.

Our Favourite Methods

Allocate specific time slots of 15 minutes in the morning and 15 minutes in the afternoon to check and respond to emails. Prioritise your urgent and important emails by having your PA filter them before your scheduled email sessions. This will allow you to efficiently respond to the emails that require your attention without wasting time on unnecessary ones

Categorise your emails based on their actions. For instance, if you need your PA to take action on your behalf, use a category such as 'PA to action.' This is a useful way to delegate tasks to others quickly and effortlessly whilst staying organised.

Pin important emails to the top of your inbox to prioritise them. This will ensure they catch your attention every time you log in and help you deal with them promptly.

Snooze emails that don't need to be actioned yet to keep your inbox as clear as possible. If you're aware that you'll need to deal with an email in a week, snooze the email until that date, and it will reappear in your inbox then. This is also an effective reminder method.

If your emails are effecting your productivity and you'd like some help in managing them, book a call with us today to see how we can help.