Thank you for joining us! Our program will begin shortly.
cme.stanford.edu/onward
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Spring Clean Your Digital Work Life: Tips for Organizing Your Email Inbox
Introduction

• Disclosure
  • Not connected to any of these products
    • Logos are used to help guide you to the right product
  • My opinion; not Stanford
  • Best effort – do your own research
    • Tools are constantly changing

• Goals for Today
  • Share concepts that you can use immediately!
  • Encourage you to put your own thoughts in the comments
  • Slides will be posted
General Considerations

• What works for one person may not work for another.
• This is an aspirational presentation.
• Institutional decisions may impact your options.
  • Outlook
    • Versions differ
    • Mac vs PC
    • Client vs Web
  • Integrate Third Party Tools
  • Gmail
Do you find keeping up with email overwhelming?

- As of 2019, over 246 billion emails were sent every day.
- 74% of consumers said they are overwhelmed by email!

Source: https://www.rivaltech.com/blog/email-overload-market-research
Hack #1: Don’t let your email control you!

• Turn off notifications.
• Only check email at specific times.
• Don’t use email as your to-do list!

Goal: Take control of your day!
Hack #2: Take Action, Use the 5 Ds

• Do (2 minutes or less)
• Delegate
• Delete
• Defer (Schedule, flag, to-do)
• Designate (Organize, place in folder)

Goal: Touch e-mails only once!
Hack #2: Take Action, Use the Eisenhower Matrix

Urgent and Important
Do ASAP. Top priority.

Urgent and Not Important
Delegate if possible.

Not Urgent and Important
Flag but delay. Schedule as a task.

Not Urgent and Not Important
Delete if possible. Consider unsubscribing and/or telling the person not to send.
Hack #3: Have accounts for each part of your life.

Do not allow your worlds to collide!
Hack #3: Have accounts for each part of your life.

Work

Family & Friends

Social & Bulk

Do not allow your worlds to collide!
Hack #4: Unsubscribe, unsubscribe, unsubscribe!

- Unsubscribe
- Don’t copy me! (Don’t over copy people!)
- Don’t reply all.
- Blind copy people.
- Mute yourself if possible.
- Can’t or don’t want to?
  - Set up rule to go to folder.
Hack #5: Make templates!
• Use the same response for the same emails!
• Consistent and faster!
• How: Templates, quick parts, e-signatures.
Hack #6: Folders are your friend!

- Time-Based
  - To Do
  - Urgent
  - Today, this week, this month
- To Read
- Organization
  - Person
  - Project
  - Newsletters
Hack #7: Set up Rules!

Next Level: Integrate with other tools!
Hack #8: Set up groups!

- Desktop
- Institution
- Worldwide
Hack #9: Is e-mail even the right tool?

- Standing Meeting
- In-Person Conversation
- Zoom/Phone
- Slack
- Text
- Letter
Hack #10: Categories, Colors, Flags, Priorities, oh my!
Resources

- LinkedIn Learning – Master Outlook (14 hours)
  - https://www.linkedin.com/learning/paths/master-microsoft-outlook?u=2968794

- LinkedIn Learning – Gmail Essential Training (1 hour and 34 minutes)

- LinkedIn Learning – Productivity Tips: Taking Control of Email
  - https://www.linkedin.com/learning/search?keywords=Email%20Management&u=2968794

- “Total Workday Control Using Microsoft Outlook” by Michael Linenberger

- “Getting Things Done: The Art of Stress-Free Productivity” by David Allen

- “Make Time: How to Focus on What Matters Every Day” by Jake Knapp and John Zeratsky
Thank You!

Questions?

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We would love feedback on this program! An evaluation link will pop up after the webinar closes.

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