

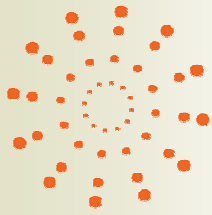


Managing the Deluge: Effective Email Inbox Organization

- Pierre Khawand, Founder & CEO, People-OnTheGo

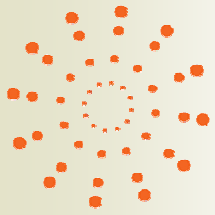


by dmg world media



Total number of e-mails in your inbox?

- Less than 25 e-mails
- Up to 100 e-mails
- Up to 500 e-mails
- More than 500 e-mails

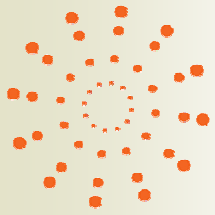


Today's Reality

E-mail Takes Up Significant Time & Energy



Significant Impact on Performance

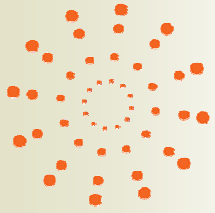


Today's Reality

Consider dozens, hundreds, or thousands...

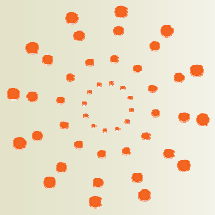


The cost of e-mail multiplies quickly



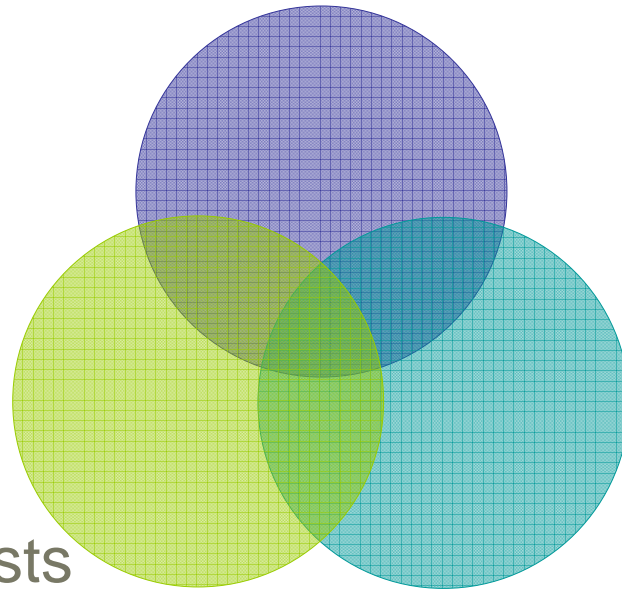
Risks and Costs Involved





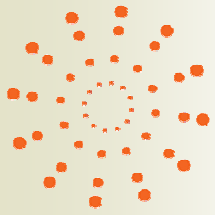
Hidden Risks & Costs

Opportunity Cost

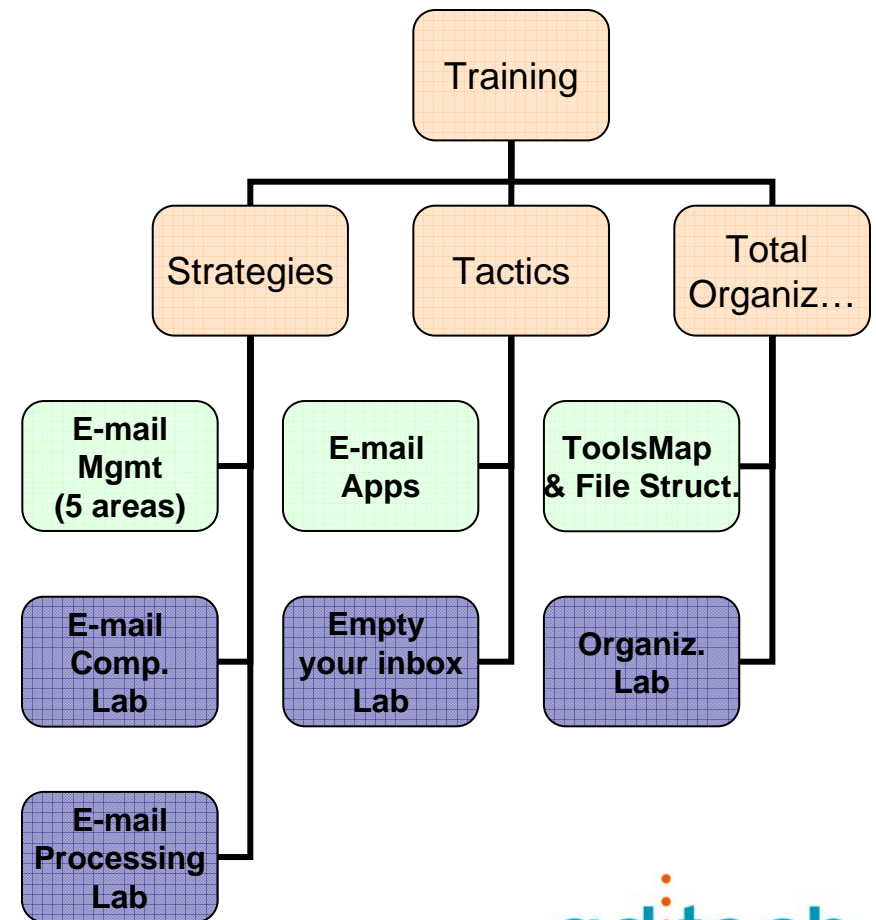
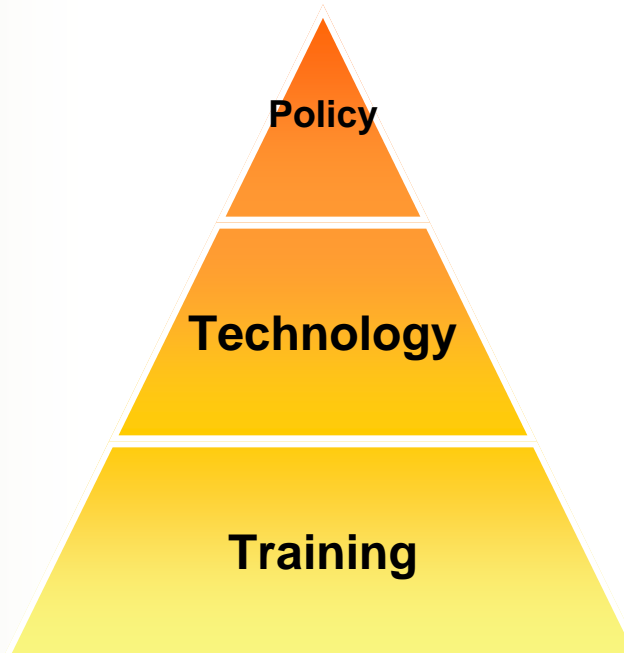


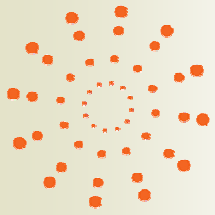
Financial Costs

Human Cost

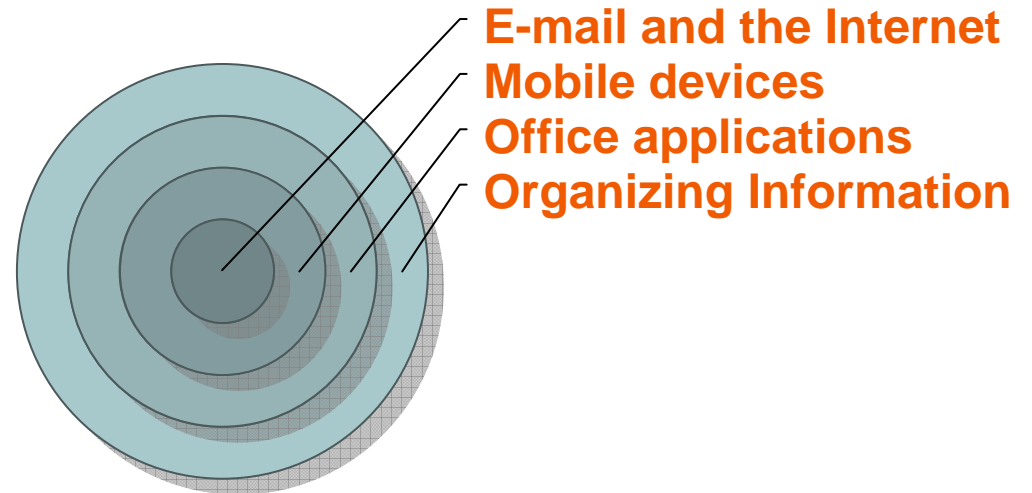


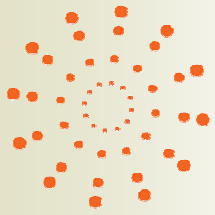
Research & Development





Where is our time being spent?





Today's Session

Tips &
Techniques



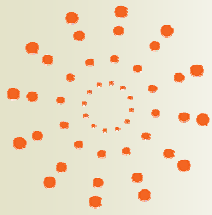
Optimizing
workflow

The “I can do it” attitude



**What do these people have
in common?**

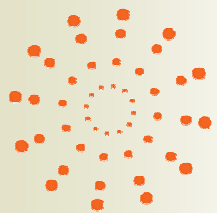




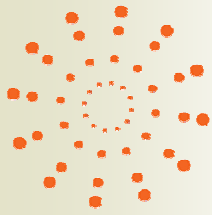
What do they have in common?

Symptom #1: There are overwhelmed by incoming messages.

Business consequence #1: Important unfinished messages end up falling through the cracks.

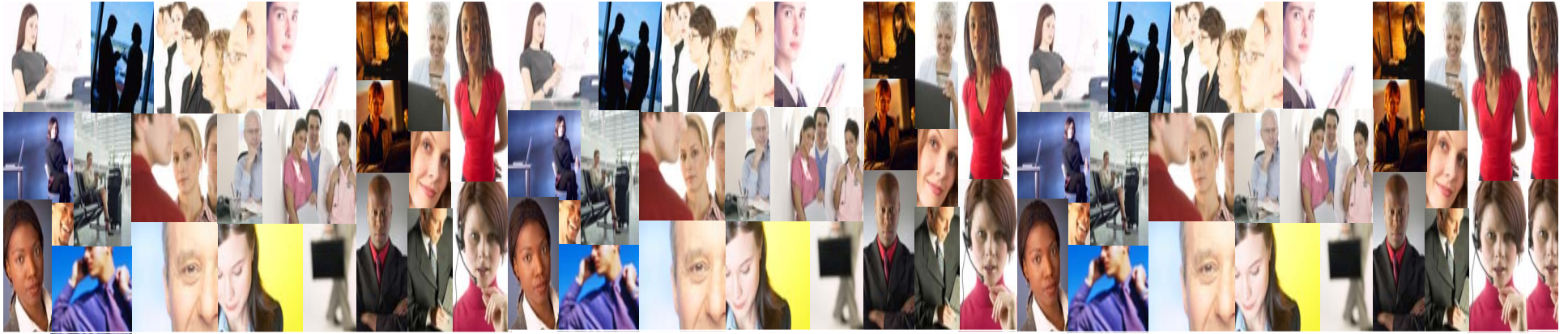


Switch to Outlook



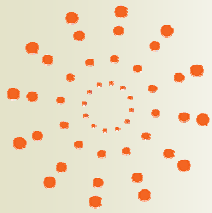
Quick Review

- Customizing toolbars
- Using Colored Flags
- Using the Due By date/time
- Using Follow-up Search Folder
- Adding filters



What else do these people have in common?

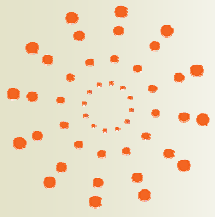




What do they have in common?

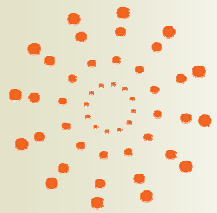
Symptom #2: They are constantly scrolling up and down their inbox.

Business consequence #2: Too much time and energy are spent on e-mail.

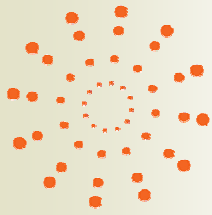


When you look at your inbox, which of the following messages do you look at first?

- From your boss
- From your workgroup
- From your colleagues
- From your customers
- From friends and family
- From distribution lists

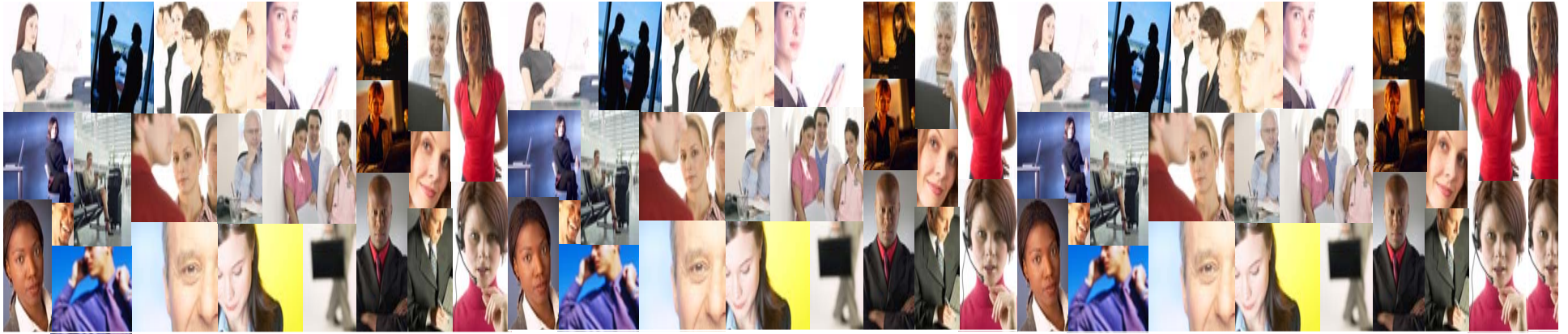


Switch to Outlook



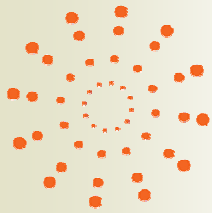
Quick Review

- Assigning Categories
- Writing Rules
 - Assign categories based on sender
 - Rules order is significant
 - The “Stop Processing More Rules”
- Creating the By Category View



**What else do these people have
in common?**

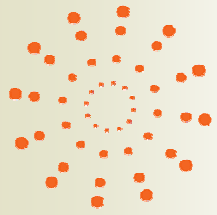




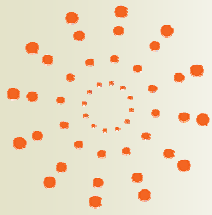
What do they have in common?

Symptom #3: Their e-mails are not well organized.

Business consequence #3: They spend a lot of time searching for information.

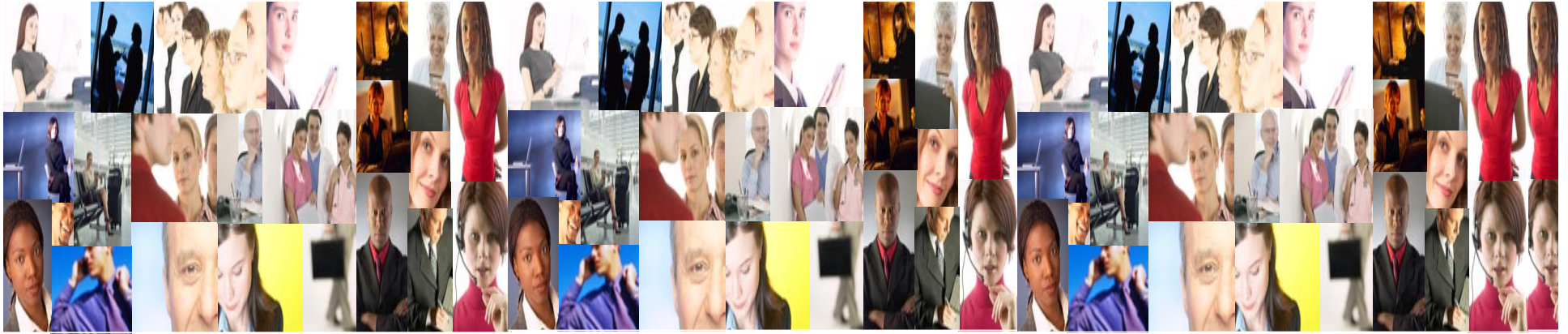


Switch to Outlook



Quick Review

- Out of the inbox
- Archive folder
- Well-designed folder structure
- Use the 80/20 Rule
- Dragging e-mails to calendar/tasks/contacts

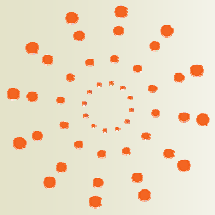


#1) Unfinished messages are well tracked.

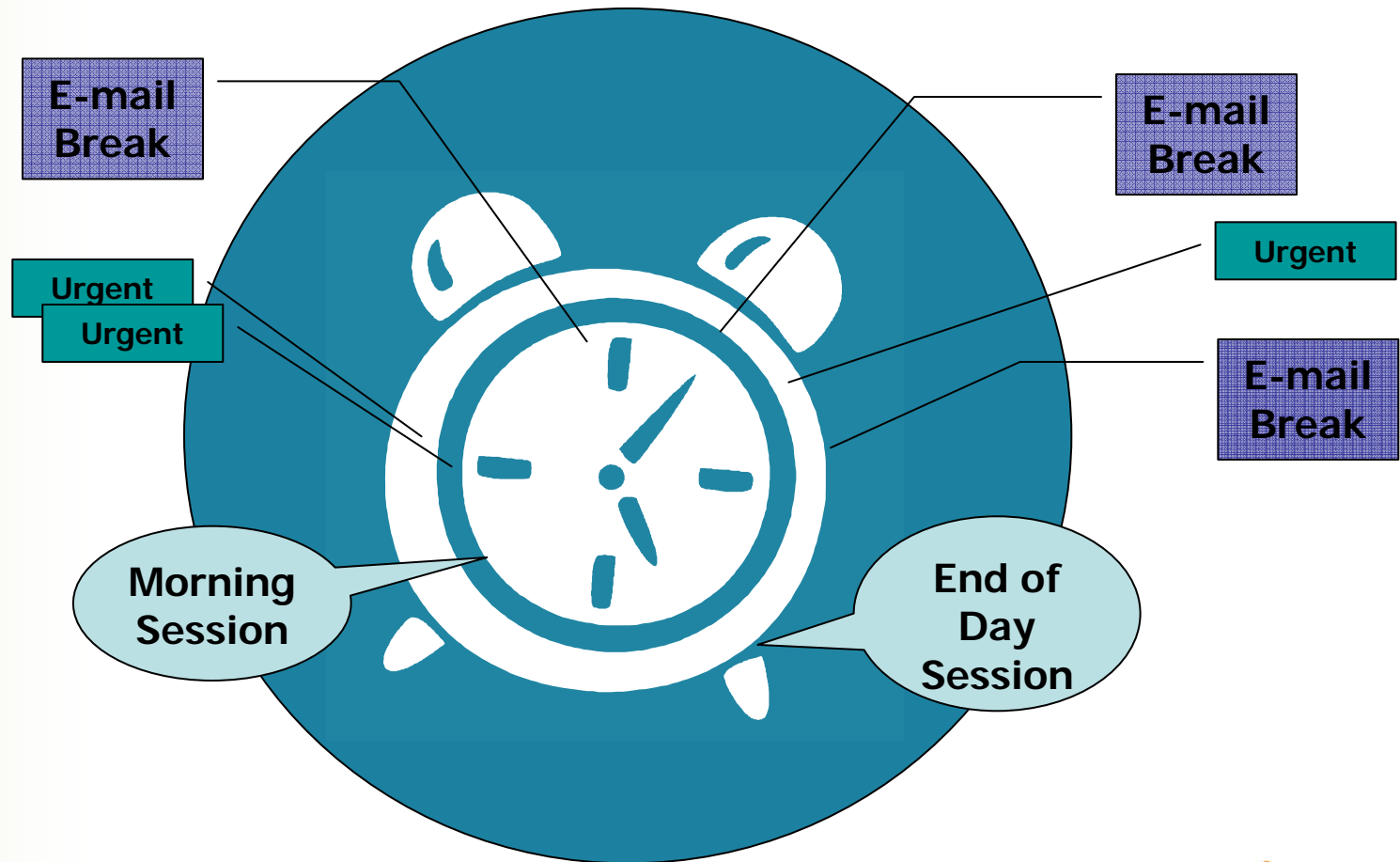
#2) New messages are easy to go through.

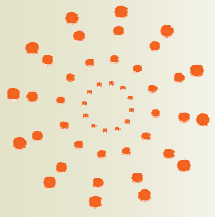
#3) Finished messages are easy to file and find.





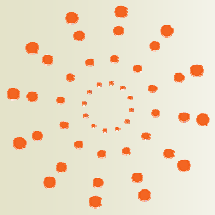
Optimizing Workflow





What can you do about e-mail now?

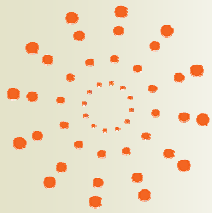
- Create an archive folder and start using it
- Within 72 hours, empty your inbox
- Get your inbox down to 25 messages every day



Take on the Challenge

The “Performance Now” Challenge

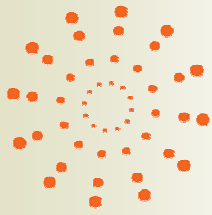
- Reduce the time you spend...
 - on e-mail by 30%
 - on office applications by 30%
 - on searching/finding info by 30%
- Invest this time in your core business activities



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Founder & CEO
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Good Luck!



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Managing & Organizing Your Inbox – Take control of your inbox

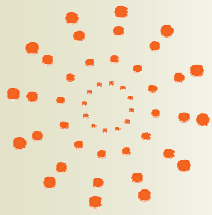
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