

Alita Marlowe Bluford

To: info@efficiencyconsultants.com

Subject: RE: Efficiency tips from Marlowe & Associates, Inc



Organizing your workplace with your BrainInMind!

Certified Professional Organizers for your Business

Dec. 9, 2008

Taming the Email Beast!



Alita Marlowe Bluford, CPO®, PTAC®
P.O. Box 2692
Farmington Hills MI 48333
800.852.9050

info@efficiencyconsultants.com
www.efficiencyconsultants.com

FREE Phone Consultation
Productive Environment

© 2008, Marlowe & Associates,
Inc., all rights reserved

A report by the University of Maryland recently published in the Detroit News indicates that spam costs the national economy \$22 billion a year in lost productivity. The average executive has 36 hours worth of work in their email 'inbox'. How many emails are in YOUR 'inbox'? See below for tips to reduce time spent sifting through your 'inbox'.

- CHECK OUT OUR NEW LINKS ON THE LEFT HAND SIDE OF THIS NEWSLETTER!

Did you know...

- The invention of email increased paper production in the average office by 40%.
- You will be more productive if you schedule chunks of time to **work on** email each day. Two to 3 times each day is usually sufficient.
- Turning off your email arrival alarm eliminates distraction and allows you to control your email instead of having your email control you.

Help is here...

- You must **DECIDE** on an action for each email when you first see it.
- To make it easy, sort your inbox according to *from*, or

Quick Links...

- [Our Website](#)
- [Visit our Productivity Products Store at Paper Tiger Productivity Institute](#)
- [Workshops](#)
- [More About Us](#)
- [National Association of Professional Organizers](#)
- [Taming the Paper Tiger at Work Book](#)

info@efficiencyconsultants.com

topic, or type of email. This prevents your brain from bouncing back and forth between topics causing energy drain.

- Decide if the email is informational only. If so, read it, then ditch it or file it.
- Do it now if it will take less than 3 minutes.

Need more help with managing your 'inbox'? Check out our new booklet: "Efficient @ Email: Survival Tips to Tame the Email Beast". Our newest efficiency booklet packed with over 15 pages of tips designed to give you control over your inbox. Special pricing: \$10 including shipping and handling. Makes a great gift! To order follow the link below.

[Efficient at Email Tip Booklet](#)

Paper Tiger Authorized Consultant

