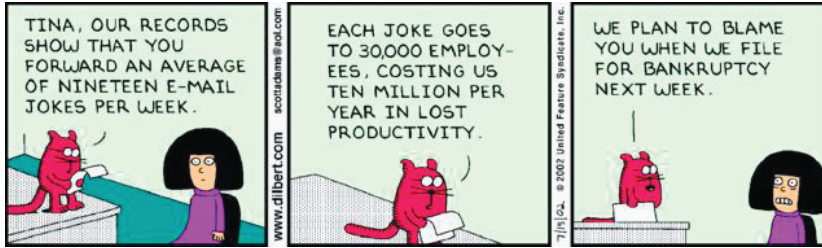


Info Bytes for Women...

who want to **DEVELOP** their Business & Themselves

Are you trapped in **EMAIL JAIL**?

If you're reading this email at the very moment it came through your inbox, there's a good chance you're trapped in **EMAIL JAIL!** UNLESS, you are reading because the subject takes priority over everything else in your inbox. If so, I salute you. If not, I'm wondering: **Did you mindlessly open this for no reason? Does this email need your immediate attention?**



Do you know Tina?

Do you know Tina? The one who sends ridiculous jokes or comments via email that aren't even funny or useful? Or are YOU the office Tina?

10 ESCAPES FROM **EMAIL JAIL**

1. **Be mindful.** It's easy to lose awareness at work. Your email controls you rather than the reverse. Be mindful - notice how you are reacting instead of pro-acting to your inmail.
2. **Commit to a Plan.** Design a plan that works for you so you can stay focused. Ex: Check email only twice a day. Stick to your plan. Find an accountability partner and check in regularly.
3. **Turn OFF your email sound effects and reminders.**
4. **Turn OFF your email program.** Close your email program until your scheduled email check-in times. Seriously, will the world end if you don't respond immediately?
5. **Set up folders** by creating rules to organize subjects. Create a folder for the "Tinas" you know or have them deleted without opening them up. Create folders for items that can wait until you have more time. Most email programs allow you to set up rules which automatically designate emails to assigned folders.
6. **Establish an email protocol.** Ask others to cc you only if they want you to take action or if the info is relevant to you. If you email only at the end of the day, others will know what to expect of you and what you may expect of them.
7. **Make clear Subject lines.** It's helpful for others as well.
8. **Remember to connect.** Don't let email be the only source of communicating or building relationships.
9. **Delete with Gusto!** Set up rules to delete emails or use your delete button liberally when you know it's not something you need to open.
10. **Revisit your plan at the end of the week.** See if it needs adjustment and recommit to using effective email habits and **Stay out of Jail!**

share!   

email jail


- noun

1. where you go, like a Pavlovian dog, when your email beeps.
2. a state of mind when you mindlessly open emails without any conscious thought.
3. a virtual prison located on your pc monitor or smart phone, commonly referred to as "Outlook", "Gmail", or "Inbox".
4. a support tool for procrastinating.
5. an excuse to avoid activities such as cooking dinner, calling your mother-in-law or talking to the creepy guy next to you on the train.

"When I get bored at work, I hail to email jail! Hey, it's better than eating 10 donuts."

Ready to Develop Your Leadership Skills?

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What's Your Leadership Type? 

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