

## 8 Email Resolutions for '08



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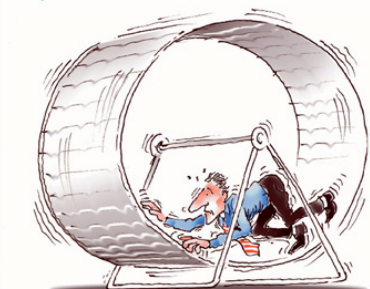
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## 8 EMAIL RESOLUTIONS FOR 2008

How to Manage Your Email  
*Before* It Manages You

# THE HAMSTER REVOLUTION

Stop Info Glut—Reclaim Your Life!



Mike Song, Vicki Halsey & Tim Burress  
Foreword by Ken Blanchard

- No. 1: I resolve to stop responding to messages right as they come in.  
— Tip: Disconnect your “ding” and increase your send/receive interval to 30 minutes to reduce e-mail distractions.
- No. 2: I resolve to stop participating in long, back-and-forth e-mail discussions.  
— Tip: Just say no to e-mail “chains” and schedule more live conversations.
- No. 3: I resolve to stop maxxing out my e-mailbox.  
— Tip: Designate ongoing, low-priority e-mail — newsletters, vendor promos, et al. — for automatic routing to folders you can check later.
- No. 4: I resolve to stop writing “wall of words” messages.  
— Tip: People don’t read e-mails — they scan them — so split the body of your e-mail into distinct, scan-friendly sections.
- No. 5: I resolve to stop sending so many e-mails.  
— Tip: Cut the number of recipients per e-mail by ceasing to use — and abuse — “Reply to All” and “Cc.”

- No. 6: I resolve to stop receiving so many e-mails.  
— Tip: See above. (FYI: The best way to get less is to send less.)

- No. 7: I resolve to stop spending precious hours looking for old e-mails.  
— Tip: Create a limited number of mutually exclusive folders and sub-folders based on content — not sender, software, or some other random criteria.

- No. 8: I resolve to...stop getting “junk” from co-workers.  
— Tip: Coach your frequent senders — or suffer through their meaningless messages.



Get control of email with **infoexcellence**

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