



## Managing E-mail Overload

*Provided by the workplace experts at Robert Half*

Do you find it hard to wade through the dozens of e-mails that land in your inbox each day? You're not alone. Sending electronic messages is quick and convenient, which means more people are doing so than ever before. If you don't have a system in place to deal with all this correspondence, just keeping up with the flood can steal valuable hours away from your other work priorities. Here are some tips to help you manage your e-mails more effectively:

- **Don't rush to respond.** You may want to address every message that you receive right away. But doing so can prevent you from ever fully focusing on critical tasks. Briefly scan the content of e-mails, immediately responding only to those that are urgent. Then, before you leave at night, get back to people about less important issues.
- **Keep it clean.** Periodically delete or archive old information to help you locate files more quickly and to avoid reaching the maximum size limit set by your network administrator.
- **Pick up the phone.** E-mail is best suited for quick questions and answers. If a conversation is likely to be extensive or in-depth, save some typing time by calling your contact instead.
- **Create a second account.** Ask friends and family members to use a separate e-mail address to reach you with personal messages. This will help you stay focused on business correspondence during your workday. And using the second account when signing up for e-newsletters and other distribution lists will help prevent spam from reaching you at the office.
- **Respect others' time.** Before sending someone an e-mail, ask yourself whether it's essential that he or she receives the information. If you don't inundate others' inboxes with non-critical communication, they'll likely have the same respect for you.