Getting and Staying Organized – Processing Email

2017 MASBO Annual Conference
May 11, 2017
Patrick Spott

Credits:
• Merlin Mann www.43folders.com
• David Allen, Getting Things Done
Time & Attention are finite.

Get a System
(but, keep it simple)

Time & Attention are Finite

Concent: Joel Spolsky
Manage Actions

Inbox Zero

- Email’s just a medium
- One place for anything
- Process to zero
- Convert to actions
What is Processing?
More than checking
Less than responding

Answers: “So what?”

Make Sandwiches

(Don’t just take orders)

Delete
Delegate
Respond
Defer
Do
Delete
(or Archive)

Delegate

Respond
Defer

Do

Choose One

- Delete
- Delegate
- Respond
- Defer
- Do
Do Email Less.

Cheat.
No fiddling.

Stay on target

🗑️ Delete
➡️ Delegate
✉️ Respond
⏰ Defer
✉️ Do
Remember? Finite.

Thanks.