



10 E-MAIL RESOLUTIONS FOR 2011
Cathy Sexton - Productivity Coach & Strategist

1. I resolve to stop responding to messages right when they come in.
Tip: Disconnect your “ding” and increase your send/receive interval to 30 minutes to reduce e-mail distractions.
2. I resolve to do time blocking with my email
Tip: Schedule two or three time a day to read & process e-mail
3. 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.
4. I resolve to stop maxing out my e-mail box.
Tip: Designate ongoing, low priority e-mail — newsletters, vendor promos, etc. for automatic routing to folders you can check later.
5. I resolve to stop writing “long winded” messages.
Tip: People don’t read e-mails — they scan them — so split the body of your e-mail into sections.
6. I resolve to make my emails more actionable.
Tip: Use numbering and bullet points whenever possible
7. 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”.
8. I resolve to stop receiving so many e-mails.
Tip: See above (FYI: The best way to get less is to send less)
9. I resolve to stop spending precious hours looking for old e-mails.
Tip: Create a limited number of mutually exclusive folders and subfolders based on content — not sender, software or some other random criteria.



10. I resolve to stop getting & sending “junk” to/from coworkers & friends.

Tip: Coach your frequent senders — or suffer through their meaningless messages.

11. I resolve to stop using email as a form of communication when a phone call would be more effective.

Tip: When you are having back and forth conversation with someone why not just pick up the phone it can be more effective and efficient.

I challenge you to **I.G.N.I.T.E.** your personal productivity by implementing what you have just learned. Start by using these steps:

Intention: Know your intention, ask why is it important? What are the benefits?

Get started: Take action on one strategy you learned within the next 24 hours.

Commit: Your Time, Money, & Energy

Engage the process!: Motivation, celebration, evaluate what's working or not working to keep moving forward and ask someone to hold you accountable. Your success depends on it.

I would love to partner with you on improving your productivity. Visit my fan page at <http://www.facebook.com/cathysextonproductivity> where I share resources, articles, tips and techniques to help you be more productive.

Contact me for personal help, coaching, training or to join one of our Clutter Buster Program where you get a day of motivation, celebration and accountability support you need for working on your organizing project.

As a productivity coach and strategist, I am passionate about helping individuals discover their personal productivity style so they can accomplish more with less effort. I use my passion and empathetic nature to help people live healthy productive lives! I know the health risks of being a workaholic; I have lived it. My purpose in life is to provide coaching, teaching, and tools to people who are hungry to spend more time with family, enjoy their careers and live a less stressed and carefree life. For more information please visit. www.cathysexton.com / www.TheProductivityExperts.com or email cathy@theproductivityexperts.com