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RANDY DEAN'S ***Taming E-mail*** **Sanity Strategies**

Key Strategies for Increasing Your E-mail Productivity & Effectiveness

Follow these key strategies and see your productivity, efficiency, and effectiveness jump. E-mail should be a powerful tool for business success, not a distraction from accomplishing your business and career goal. Use these key strategies, and you can once again reclaim your productivity and capabilities for better managing your e-mail and information overload.

Strategy #1: Multiple E-mail Accounts

How many accounts are recommended? Why?

Strategy #2: Three-Minute, One-Touch Rule

How do you handle a "quick, little task"? What do you do with emails taking longer than three minutes? (Hint: Drag & Drop)

What is that "BONUS TIP" to make more e-mails "3 Minute" e-mails (and make your communications better AND faster)?

Strategy #3: DON'T BLING!

What is "blinging"? Why is it so bad for productivity/performance?

Strategy #4: Build Your E-mail File Structure

What folders do you need to get organized, productive, & efficient?

Strategy #5: Active E-mails ONLY in Your Inbox

If you follow these strategies perfectly, what is the ONLY kind of e-mail that should be in your inbox?



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