



Email Strategist

Stuart Snooks



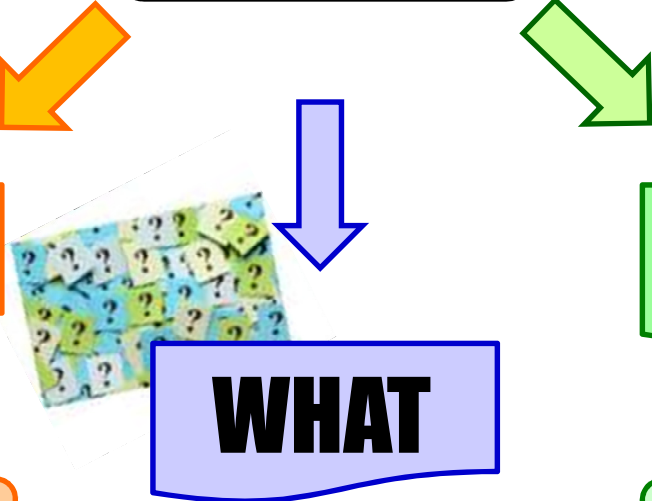
WHEN

Schedule times to check email

Turn off all email alerts

Manage expectations

The www of Mastering Email Overload



WHAT

Keep inbox empty – handle only once

Use the 4D methodology

Automate with rules



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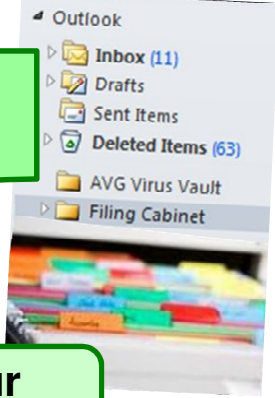
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WHERE

Reduce your mailbox size

Document links not attachments

Simplify email folder structure



See our website for more ideas on mastering email at www.emailtiger.com.au

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