HeartWork organizing

Outsmart Email Overload

This just in...Filing Freedom class registration for April now open. Click here.

Here's something you can really use…an email about how to manage your email. Dealing with email is getting harder and harder. *Email consumes an average of 13 hours per week per information worker and is often intimately intertwined with document workflow, sales, scheduling, and other business processes.* Fact by/from IDC Press Release
And that's just the necessary email for work.

When I worked in the corporate world, it was the norm for me to receive 200 to 300 emails a day, and most of it required action. That's just insane! Even my normal 100/day are still a challenge to manage.

"Empty email inboxes" are a myth for most people. But there are strategies that you can start using TODAY that will help you not feel like you are drowning in email.

The real trick is to simplify your inbox so that it only presents you with items that are important enough to require you actually reading and responding to them. If you have ADD or if you easily fall into rabbit holes (also called screen sucking), the more random but potentially interesting stuff you can remove from your immediate attention, the more likely it is that you'll actually get something important done. If you follow these steps below, you'll find yourself doing less email and more fun stuff, on or off the computer.

Tame Email Fast

1. Do you get mail that isn't quite junk but you don't actually read very often? I can't quite bring myself to leave the Home Depot list, but I don't always read their newsletter. Set up a folder called "Newsletters" and for the next week, establish a RULE in your email that automatically moves newsletters FROM a sender over to this folder without ever going to your inbox. The rules act similar to a spam filter, except that YOU create the rule parameters. Every so often you can scan all those great offers and pick the ones you want to open. It makes it super easy to purge regularly, since these types of offers are only good for a short time and can be purged in bulk weekly or monthly.
2. Set up reference folders for projects, committees, conferences, trips, finances, clients, and vendors, just like you would have in your file cabinets. Move emails that don't require action out of your inbox and in to reference folders immediately upon reading so they don't stack up in your inbox.
3. Stop using your inbox as a to-do list. If something is actionable, then make a note on your online or paper task list, and get working on it. Set up a folder called "Waiting for" and move items that require follow up there. This includes emails that someone should be responding to, items that you must attend to by a certain date, or items that you have ordered and are awaiting delivery. Just like you would on a paper to-do list, search through this "Waiting for" file once a week to keep up on all of your outstanding items.

Need more tips? Check out the full post on my blog.

It's tax time. Ready to get organized? Whether making a last ditch effort for this year, or vowing to not get caught again next year, we have the answer. Come to the next Clear Path Strategies series starting April 6 on 4 out of the next 5 Tuesdays (no class 4/20) to set up and learn how to use your own maintenance-free paper storage solution. We will supply everything you need (except the filing cabinet!) to finally have a home for all the important papers in your life. This class will fill up, so please register early to reserve your seat.

Next Issue: Home Gym Haven

Organize to Economize. Free public Organizing Fair and Paper Shredding Event. Saturday March 13 from 10 am-2 pm. IKEA Conshohocken, PA. Details at www.NAPO-GPC.org.

Filing Freedom & Paper Solutions- the next in the Clear Path Solutions clutter support group series starts on Tuesday, April 6. Click here to enroll.

Daylight Savings Time starts March 14.

Appetizers terrify me. But I've come upon my new favorite & simple recipe that is even fun to make with my toddler. Thanks to Cynthia Goch, author of Mama Mia Cucina for this fun and healthy green recipe (reprinted with permission).

++Spinach Balls++
1 package chopped, frozen spinach
1 medium onion, finely chopped
2 beaten eggs
¾ cup melted butter
¼ teaspoon thyme
¼ cup grated Parmesan cheese
1 cup day-old (or purchased) bread crumbs
Combine ingredients and then chill mixture for at least ½ hour. Form into balls and bake at 350 degrees for 10-15 minutes.
I like to drizzle them with balsamic vinegar or a vinaigrette dressing for a little more zip.

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