

Six Step System to Slash Email Time

TIMETABLE (WHEN)



Schedule set times of the day when it's best to check email, according to your chronotype (take the [quiz](#)). Email is usually 'shallow' work so do it when your energy isn't at its peak. Check 2-4 times/day.
BONUS TIP- triage your inbox before meetings to counteract the meeting anticipation productivity dip.

TIMEBLOCK (HOW LONG)



Parkinson's Law suggests that work expands the time we give it. Set time parameters around your email check in times to stop it bleeding into your valuable work time.
BONUS TIPS- send less emails (social reciprocity means we're hardwired to reply). Pick up the phone and stop the ping-pong of emails.

TRIAGE OR TWO MINUTES



Scan and triage your inbox using the 5 folder method & respond if it will take you less than 2 minutes. The 'Do' folder is the location where you should be spending most of your time when checking email.
FIVE FOLDER METHOD- Do, Delegate, Digest, Dump, Document

TOUCH ONCE

Avoid checking emails on multiple devices and not actioning them. Remember your inbox should be empty after each check in. If a task requires thinking, documentation, or an action, add it to your To Do list (e.g. add to your calendar or project management system).



TEND TO YOUR TO DO FOLDER

You should spend most of your time on email in your To Do folder. Once a task is actioned here, it can be deleted or archived on a folder system if you use one.



TRIM YOUR INBOX

Delete emails, don't reply (stop the snowball effect) and unsubscribe.
BONUS TIP- schedule time (during your shallow work periods) to bulk read emails with lots of content or save interesting articles to Pocket.



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About Kristy

Dr Kristy Goodwin is one of Australia's leading digital wellbeing and performance speakers, authors & researchers. She delivers a range of corporate consultancy services and training programs, both in-person and online, with big and small organisations in Australia. These services promote digital productivity and wellbeing by helping debunk the myth of multitasking and develop healthy and productive in-house communication strategies and policies (email habits that won't sabotage deep work). Kristy shares simple, science-backed digital productivity principles and neurohacks & habits to ensure peak-performance in a digital age. She also provides conference keynote addresses on the hot-button issue of digital productivity and wellbeing. If your workplace or event is looking for a small-group workshop, keynote speaker or virtual presenter, contact Kristy's team via the link below.

[Contact Kristy's Team](#)

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