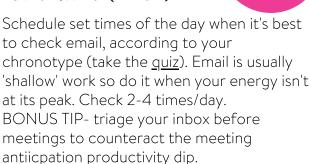
DR KRISTY

Six Step System to Slash Email Time

TIMETABLE (WHEN)

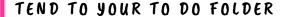




TRIAGE OR TWO MINUTES

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,

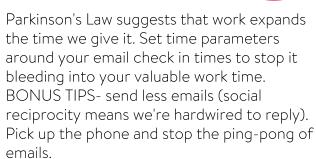
Delegate, Digest, Dump, Document



Your 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.







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).



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.





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 inperson 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.

Previous Clients





















