



Managing Your Email

Sue Kay

According to David Allen (www.davidco.com), you must think of your email as an inbox that receives both actionable and non-actionable items. His tips for managing that inbox include:

1. Use the Delete Key as soon as you receive an email that you don't need or want to keep. Most of our email inboxes are filled with emails that should be trashed. Sometimes it is easier to clean house by clicking the "From" button which will sort them by their source. You can oftentimes eliminate many emails at one time this way. (Editor's Note: I personally use this tip on a regular basis and find it very helpful.)
2. File emails just as you would items that flow into your physical inbox. Create a folder by either topic or source and file all emails related to that in the specific folder. (For example: You should create an "Efficiency in Practice" folder to file your newsletters in for future reference. As you receive an email from us, open it, read it, forward it and file it.)
3. Organize emails that require action and follow-up! Create two more folders – one that says "Action" and one that says "Waiting For." File your actionable emails accordingly.

For the complete article on "How to Manage Your Email," visit www.davidco.com and click on Free Articles.

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Sue Kay, Senior Consultant at InHealth, is the editor of Efficiency in Practice, the free eNewsletter for medical practice managers who want to save time, money and reduce risk. For more information and to access your FREE report, The 8 Things You MUST Know About CMS' RAC Program, visit www.encyinpractice.com or check out our blog at www.encyinpractice.blogspot.com.

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