

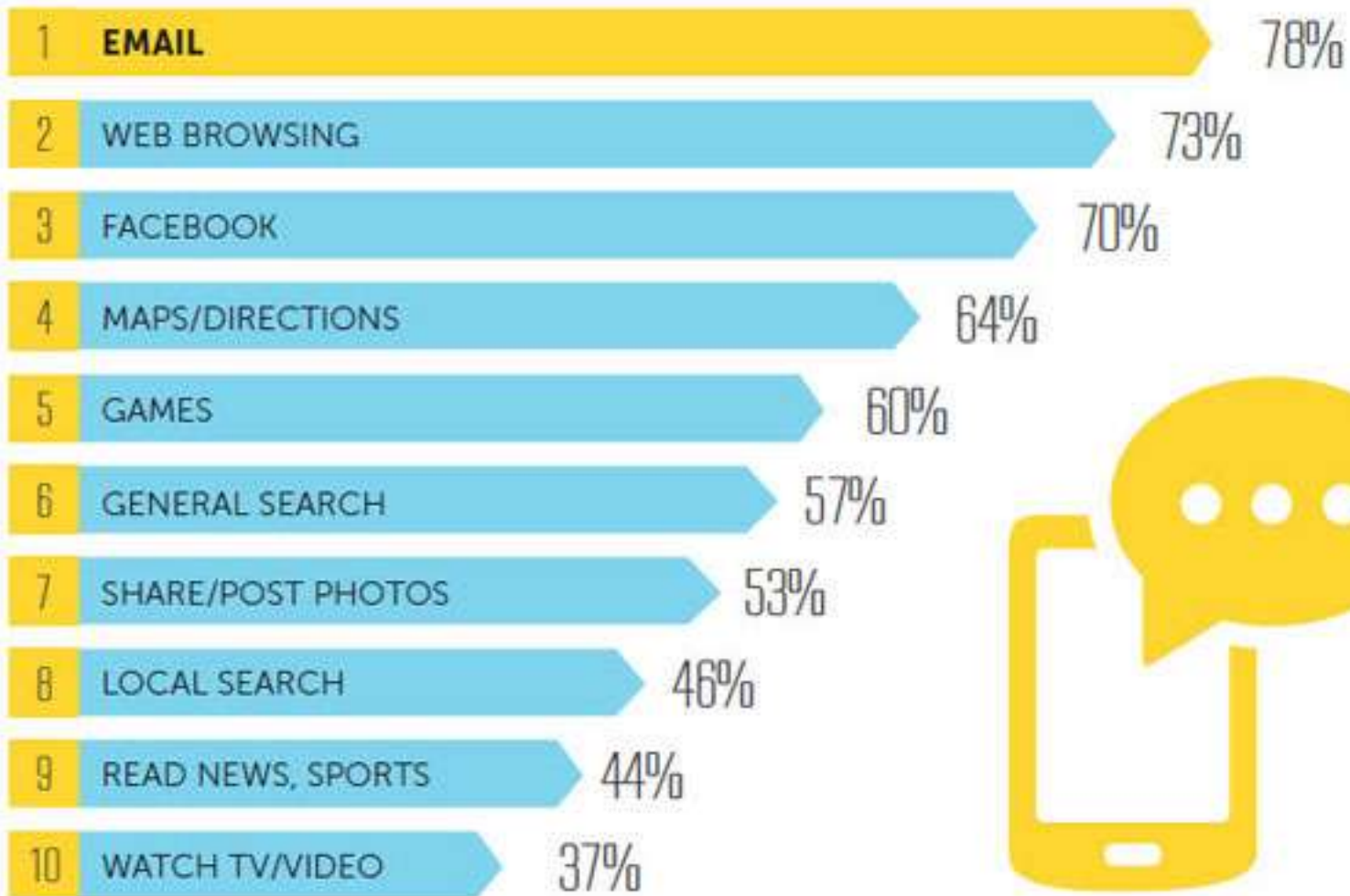
Mail

1,355,750



# 15 Hacks to Increasing Email Productivity

# MOST POPULAR ACTIVITIES ON SMARTPHONES



Source: IDC and Facebook: "Always Connected", Aug. 2013

# 1. Limit yourself to 5 sentences

According to Guy Kawasaki, “Less than five sentences is often abrupt and rude, more than five sentences wastes time”. If you are still afraid of offending the recipient, add in this text at the end as a disclaimer:

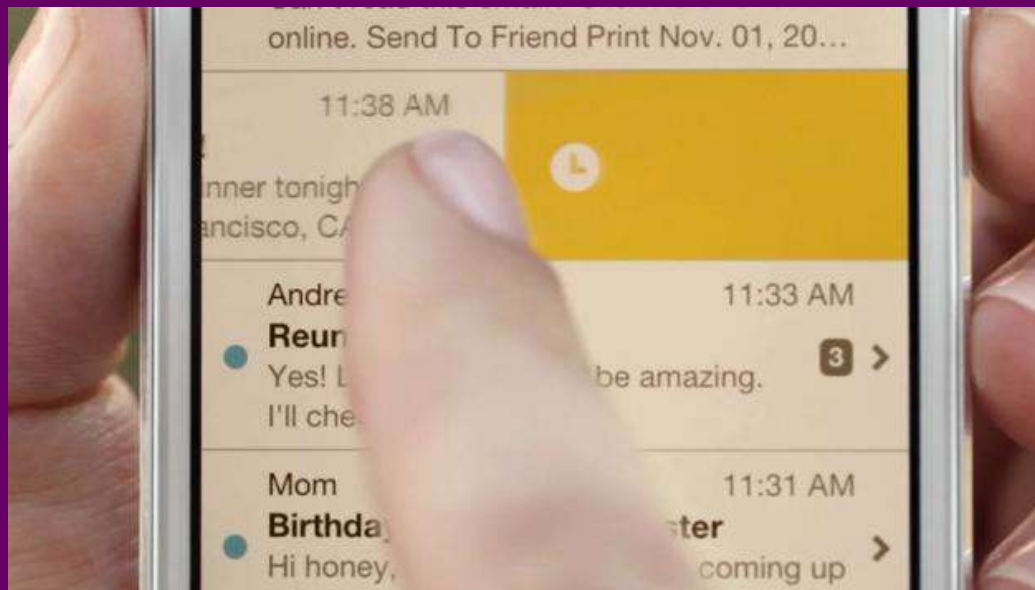
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Q: Why is this email five sentences or less?

A: <http://five.sentenc.es>

## 2. Get to Inbox Zero daily

The more messages there are in your inbox, the more of your brain resides there. Clear it out on a daily basis.



### 3. Create Filters

Keep creating filters for noisy, frequent, and non-urgent items.

What I do in Gmail is to create a filter that automatically archives all emails that are sent from certain senders, and voila! my inbox is junk-free.

## 4. Turn off notifications

Turn off automatic email checking also known as push notifications. Turn off automatic email checking also known as push notifications. It cuts into your focus and flow while working, not to mention drains your phone battery.

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## 5. Turn off sounds & alerts

The same goes for notification sounds and alerts.

Shut them off.

## 6. Batch Emails

Gather your email activity into batches.

Read and send what you need to within a certain time constraint, and then get back to work.



## 7. Multiple Inboxes (Gmail)

If you are using Gmail, make full use of Multiple Inboxes.

With Multiple Inboxes, you can confidently delete or archive messages knowing that important messages are safely stored in your other inboxes.

## 8. Trusted Trio

Use Lifehacker's Trusted Trio, which is made up of three folders:

- Archive (for closed messages you may want to reference later).
- Follow Up (for messages to do something about and respond to).
- Hold (for messages you're waiting on someone else to get back to you about).

## 9. Action Method

Or, you can choose to use 99u's Action Method to organize your inboxes instead.

This system is made up of 4 labels/folders: Action Steps (tasks that need to be completed within 24 hours), Backburner (tasks that require review or non-urgent follow-up), Delegated (tasks that require a response/action from someone else), and References (for non-task-oriented emails).

## 10. Move Quickly

Have a set of actions in mind, and move through your inbox quickly.

In Michael Hyatt's words, "Don't get bogged down, keep moving".

## 11. Reply under 2 minutes

If you can reply in under 2 minutes...

...do it right away.

## 12. Go to the bathroom instead 😊



## 13. Archive

If in doubt, archive...

...and don't think twice about it.

## 14. No chit-chat

Avoid chit-chat over email.



## 15. Move email app icon

Move your email application icons somewhere where it won't bother you – you control when you check your email application.

Sahil Parikh, founder of Brightpod, literally places his Mailbox application icon on the second page of his smartphone.

**Life is short. Work smart. Have fun.**

Compiled by [www.brightpod.com](http://www.brightpod.com)

