



Finding an Extra Hour Every Day:

Time, Tech, & E-mail Management
Tips for Busy Professionals

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Originally published and presented February 2006.
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So why are people so distracted? It's not just e-mail!

E-mail	Text Messages/IM
Smart Phones & Tablets	
Voice Mail	Social Media
Faxes	Tik Tok!
"Snail" Mail	Office Clutter
Traditional/Streaming Media/News	Interruptions
Even Family & Friends (and dogs!)	The "Rise" of A.A.D.D.

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The Squirrel Syndrome!



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Agenda of Program

- Introduction
- New Outlook? New Google Features ...
- Two Quick E-mail Statistics
- Those Pesky Interruptions
- A Couple SmartPhone / Tablet Ideas
- Have you tried CoPilot AI?
- A Different Way to Start Your Day
- And More!

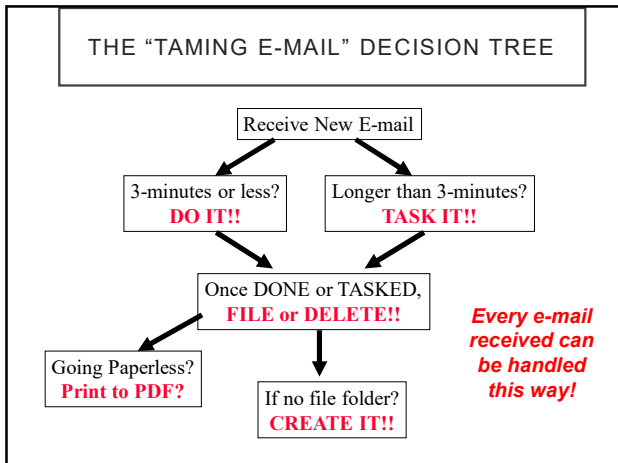
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Two Quick E-mail Statistics:

1. Hours per day
2. "Looks" per message



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Tasks, Traction, and Interruptions

☒	! Revise webinar sales page for Dist to Pro	Tue 3/14/2017	Not Started		Client/Prospect	T...
☒	Rental car for IPS 4/25/17???	Tue 3/14/2017	Not Started		Client/Prospect	T...
☒	! Start new Webinar Promotion efforts ...	Tue 3/14/2017	Not Started		Webinar Products Effort	T...
☒	! Agent query letter samples	Tue 3/14/2017	Not Started		Book	T...
☒	! Create promotional doc for agents on m...	Tue 3/14/2017	Not Started		Webinar Products Effort	T...
☒	! Contact all Thinkific account holders -- r...	Tue 3/14/2017	Not Started		Webinar Products Effort	T...
☒	! Check out Insightly/Microsoft Dynamics ...	Tue 3/14/2017	Not Started		Business	T...
☒	! Turn 10 Tips article into post on LinkedIn	Tue 3/14/2017	Not Started		Metg/PR	T...
☒	! Look at flight options for CARE/MyFor...	Tue 3/14/2017	Not Started		Client/Prospect	T...
☒	! Send handouts to Spicer -- RE, Corporat...	Tue 3/14/2017	Completed		Client/Prospect	T...
☒	! Check on SCTEM -- see if 9/25 will be aw...	Tue 3/14/2017	Completed		Client/Prospect	T...
☒	! Get Angela Financial Agents document ...	Tue 3/14/2017	Not Started		Client/Prospect	T...
☒	! Send invoice -- Camille Info session -- RE...	Tue 3/14/2017	Completed		Accounting & Receipts: Client/Pro...	T...
☒	! Compile and send TASBO expenses	Tue 3/14/2017	Not Started		Client/Prospect, Accounting & R...	T...
☒	Review videos -- Office 365	Tue 3/14/2017	Not Started		Client/Prospect, Business	T...
☒	Check car maint folder	Tue 3/14/2017	Not Started		Husband/Father	T...
☒	Add to Smart Phones -- Cool app for sha...	Tue 3/14/2017	Not Started		Timely Tips	T...
☒	Call Liberty Mutual -- rental car for fami...	Tue 3/14/2017	Not Started		Business	T...
☒	Consider sharing with list? Have you sh...	Tue 3/14/2017	Not Started		Webinar Products Effort	T...
☒	! Breakfast every day by 10:00 a.m.	Tue 3/14/2017	Not Started			T...
☒	! Dog needs a bath (Jana 3/17)	Tue 3/14/2017	Waiting on someo...			T...

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Cost of Interruptions to American Business:

\$650 Billion/Year

Average Time Lost Per Interruption:

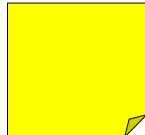
4-15 Minutes



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A Project Kick-Start: The "Next Step" Habit

- Never "backtrack" on a project
- Low-tech: The Sticky Note
- High-tech: Outlook/Google
- Mid-tech: Planner/Paper
- A Great Way to Handle Unexpected Interruptions



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Flash Tip:
Outlook Multi-Screens



- Speaking of tasks ...
- Feeds my "Type A" nature!
- Procrastination a good thing?
- Favorite view is "Today View" in Outlook
- "Waiting Ons": Who owes you what when?

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The Original Four Buttons



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**Five Key Functions in
MS Outlook (and Google too!)**



E-MAIL



CALENDAR



TASK/TO DO
LIST



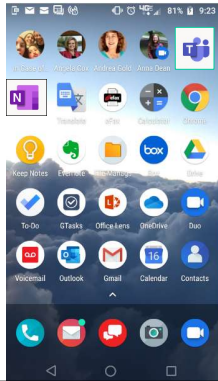
NOTES/MEMOS



ADDRESSES/
CONTACTS

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Your Center Productivity Panel



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It is Time to Add the CoPilot App



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Common Sense Smart Phone E-mail Tips

- K.I.S.S.
- Reply by phone (voice to text???)
- Delete the junk & SPAM
- Save the bigger ones for your PC/keyboard

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Cool New Chrome Stuff

- The Waffle
- The Chrome Web Store
- Shortcuts for Google
- Set up "Start Up" screens
- *Hey! You can do that in Outlook too!*
- *Have you tried Gemini?*
- ... or CoPilot?

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A New Daily Process

At least once a week:
Review Priority Memo

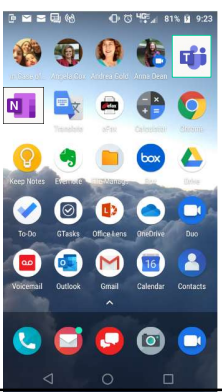
Every day:

- Check calendar first – look ahead!
- Check today's calendar – how much time?
- Revise task list per priorities and calendar
- Plan delegations/follow ups
- Check e-mail/voice mail/snail mail
- Revise task list again per available time
- GET TO WORK

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Your Center Productivity Panel

One Last Thing!



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Final Thoughts:

- Lots of info to chew on here:
 - Pick the ideas/strategies that work best for you
- Set up your “infrastructure” as needed on Outlook, Google, your Smart Phones/Tablets
- Consider a “Three Minute” purge of your office and e-mail account
- Do a “Weekly Gut Check” to avoid falling back into bad habits
- Come back to your handouts later to integrate more
- Continue learning/practicing/perfecting your use of time
- Send me a note if you think of more!

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One More Final Thought:

Become an advocate and champion for proper time management/personal organization techniques, personal and professional efficiency and technology usage. Do more in less time and then go see your family!

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“Be the change you wish to see in the world.”

– Gandhi

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Where to Get More Info:

- My book: ***Taming the E-mail Beast: 45 Key Strategies for Managing Your E-mail Overload*** (now part of my online e-learning course – go to <http://www.randalldean.com> for more info.)
 - David Allen's ***Getting Things Done***
 - ***The Workplace Guide to Time Management*** by Phoebe Gavin
 - Stephen Covey's ***Seven Habits of Highly Effective People*** and ***First Things First***
 - Malcolm Gladwell's ***Blink*** and ***Tipping Point***
 - ***Clutter's Last Stand*** by Don Aslett
- Randy's Timely Tips Monthly e-news:
send me an e-mail at Randy@randalldean.com

Randy's YouTube:

<https://www.youtube.com/c/RandyDeantimelyman>

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YouTube Guide

We're Done!!!



Taming Email
ebook



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