



11 EMAIL RESOLUTIONS

Cathy Sexton - Productivity and Profitability Coach & Strategist

1. I resolve to stop responding to messages right when they come in.

Tip: Disconnect your “ding” and increase your send/receive interval to 30 minutes to reduce email distractions.

2. I resolve to do time blocking with my email

Tip: Schedule two or three time a day to read & process email

3. I resolve to stop participating in long, back and forth email discussions.

Tip: Just say no to email “chains” and schedule more live conversations.

4. I resolve to stop maxing out my inbox.

Tip: Designate ongoing, low priority email — newsletters, vendor promos, etc. for automatic routing to folders you can check later.

5. I resolve to stop writing “long winded” messages.

Tip: People don’t read emails, they scan them. So, split the body of your email into sections.

6. I resolve to make my emails more actionable.

Tip: Use numbering and bullet points whenever possible

7. I resolve to stop sending so many emails.

Tip: Cut the number of recipients per email by ceasing to use and abuse — “Reply to All” and “Cc”.

8. I resolve to stop receiving so many emails.

Tip: See above (FYI: The best way to get less is to send less)

9. I resolve to stop spending precious hours looking for old emails.

Tip: Create a limited number of mutually exclusive folders and subfolders based on content — not sender, software or some other random criteria.



10. I resolve to stop getting & sending “junk” to/from coworkers & friends.

Tip: Coach your frequent senders — or suffer through their meaningless messages.

11. I resolve to stop using email as a form of communication when a phone call would be more effective.

Tip: When you are having back and forth conversations with someone, why not just pick up the phone? It's often more effective and efficient.

I challenge you to **I.G.N.I.T.E.** your personal productivity by implementing what you've just learned.

Start by using these steps:

Intention: Know your intention. Ask yourself why it's important. What are the benefits?

Get started: Take action on one strategy you learned within the next 24 hours.

Commit: Your Time, Money, & Energy

Engage the process!: Motivation, celebration, evaluate what's working or not working to keep moving forward and ask someone to hold you accountable. Your success depends on it.

I would love to partner with you on improving your productivity and/or increasing your profits. Visit my fan page at facebook.com/cathysextonproductivity where I share resources, articles, tips and techniques to help you be more productive.

You can also contact me for more information about productivity and profitability coaching and training programs. I can help you get motivated, identify the systems and processes that will streamline your business and be the partner that helps you fully implement those tools so your business reaps the rewards of sustainable growth.

As a productivity and profitability coach and strategist, I am passionate about helping individuals discover their personal productivity style so they can accomplish more with less effort. I use my passion and empathetic nature to help people live healthy productive lives! I know the health risks of being a workaholic; I have lived it. My purpose in life is to provide coaching, teaching, and tools to people who are hungry to spend more time with family, enjoy their careers and live a less stressed and carefree life, while maximizing productivity and increasing profits. For more information please visit TheProductivityExperts.com or email cathy@theproductivityexperts.com