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## **E-mail Survival Strategies & Office Space Organizing Tips**

**Make the Right Decisions  
Manage your Mind and Environment  
Manage your Communications**

The 4 most important things:

- 1.
- 2.
- 3.
- 4.

Do you feel overwhelmed, inundated by your duties, e-mail & overstuffed work space? Are you feeling out of control, overscheduled and full of mental and physical stress? You are not alone and you aren't crazy or lazy. You can begin today to clear the clutter from your desk/office and gain control of your work environment, mind and e-mails.

**REDUCE** the **CLUTTER**. Be conscious about what you take on in terms of activities, stuff and communication. Know the pay off.

"The problem is you think you have enough time." Buddha



### **HOW DO I START?**

- 1) Subtract From Your Environment And Schedule**
  - a. Delegate or dump
  - b. Say no
  - c. Send the children home
  - d. Don't hoard supplies

## 2) Organize Your Workspace

- a. 'The more you believe you can control, the more you try to control and the more you will control.'
- b. To do's and follow-up in your calendar – get rid of the visual queues
- c. Create a home for your things
- d. Label & inform others of the system
- e. Like with like
- f. The Zone Approach
- g. Use the right organizing tools
- h. Filing what you save
  - i. Start with broad filing categories
  - ii. Divide each large category into smaller subcategories
- i. Labeling
  - i. Start with a noun rather than an adjective "past projects" = "projects: past"
  - ii. Files with the same prefix will be together alphabetically in the drawer
  - iii. Avoid "miscellaneous" or "other"

## 3) Paper Handling Tips

Indecision causes things to pile up. Make decisions when you handle paper the first time. Ask these questions;

- a. Does this information require action on my part?
- b. Is it current?
- c. Can I identify specific circumstances when I'd use this info?
- d. Are there any tax or legal implications?
- e. What is the worst thing that could happen if I didn't have this info?

## 4) E-mail Mania

1. Get off the lists.
2. Change subject line when replying
3. Check it 2 to 4 times per day.
4. Deal with it. Like handling paper, you don't want to get into the "shuffling blues"
  - a. If it requires a quick response, respond and delete it.
  - b. If it is going to take more time schedule it in your planner
5. Create appropriate files to manage your e-mail
6. Don't cc everyone to death
7. Know the proper use of the "CC:" vs. "TO:" line:
8. Use the subject line to clearly describe the purpose of your e-mail
9. Use action words in subject line & EOM, NRN

If you use Microsoft Outlook, you can turn e-mails into tasks. Left click on an e-mail and drag it to task folder and drop it, a task window will pop open with the e-mail appended to it. Write in the task; assign a priority, and a due date. Click Save.

Highlight closed email F12 takes you to My Documents so you can look for your information in one place. No more, "I wonder if it's in 'My Doc's' or e-mail?"