



Managing Emails And Messages

- If you open an email that needs an action or a reply, and you are unable to action it right away, mark it as unread. When you check your emails at a later date, you won't miss it and it won't get lost in all the opened emails that you already have.
- Another tip is to send yourself email or a message, reminding you to action the email if you are unable to change the read status. Try not to open/read messages if you are unable to action them. Allocate time in your day to action these.
- Add check emails and messages to your daily to do list, even if you allocate 15 minutes a day, or commit to replying to 5 messages a day.