Email Guru

**How to be a Health Sciences Email Guru**

**Reduce Quantity**
- **Unsubscribe** when you can
- **Don't reply all**
- **Prioritize**
- **Focus** on important threads

**Clear Communications**
- **Be clear**
- **Decide** inform or request?
- **Use search**
- **Archive into folders**

**Help Recipients**
- **Focus** your subject line
- **Keep messages** short
- **Move** important threads to the top

**Format messages**
- Bullets
- Line breaks
- Bold
- Indent
- Text size
- Hyperlink
- Highlight

**Recipient Action:**
- read → Communication → inform
- later → Communication → inform
- reply → Communication → request
- act → Communication → request

**Folder tips:**
- From: Supervisor → IMPORTANT folder
- From: Subscriptions → Read Later folder
- Auto-flag → Emails from VIPs
- Auto-delete → When you can unsubscribe

**Check Email**
- Less frequently...
  - Not responsive:
    - 2x/week
    - 2x/day
    - 2x/hour
    - 2x/min

**Follow-up process**
- Use a follow-up folder
  - pro: Clear next steps
  - con: Out of sight
- Flag email
  - pro: Easy to track down
  - con: Out of sight
- Move to tasks folder
  - pro: Allows for organization
  - con: Out of sight
- Leave in your inbox
  - pro: Easy to find
  - con: Clutters up inbox

**Frequently asked questions**
- 1 reply could result in 5 emails
- Nice, but not needed
- Perfect! Thanks!
- Thank you!
- See you then!
- You'll love my new background!