

HOW TO BE A HEALTH SCIENCES

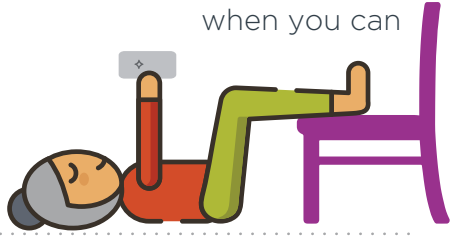
Email Guru



REDUCE QUANTITY

UNSUBSCRIBE

when you can



Create FOLDERS...

- from: Supervisor → IMPORTANT folder
- from: Subscriptions → Read Later folder

...and FLAGS

- auto-flag → Emails from VIPs
- auto-delete → When you can't unsubscribe

DON'T REPLY ALL



Nice, but not needed

I sent a Zoom invitation.

1 reply could result in 5 emails

- Perfect! Thanks!
- Thank you!
- See you then!
- You'll love my new background!

PRIORITIZE

FOCUS

on recent messages

Begin at the top of your inbox so nothing urgent is missed



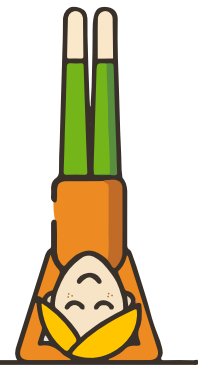
Determine your FOLLOW-UP process

Use a follow-up folder
pro: Clear next steps
con: Out of sight

Flag email
pro: Easy to track down
con: Clutters up inbox

Move to TASKS folder
pro: Allows for organization
con: Out of sight

Leave in your inbox
pro: Easy to find
con: Clutters up inbox



Check Email less frequently...



CLEAR COMMUNICATIONS

BE CLEAR

know your goal before you hit send

How you craft your message will help determine your recipient's response



DECIDE

inform or request?

Recipient Action:

- read → Communication → inform
- later → Communication → inform
- reply → Communication → request
- act → Communication → request

USE SEARCH



ARCHIVE INTO FOLDERS

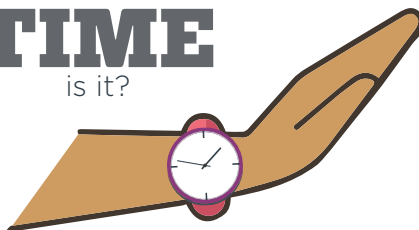
HELP RECIPIENTS

FOCUS

your subject line



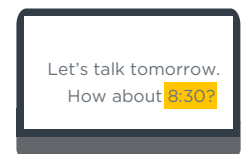
What TIME is it?



Different recipients may have different prime reading hours

MOVE

important threads to the top



Keep messages SHORT



email is not always the best way to

COMMUNICATE



Skipping the inbox

- Phone call → Complex conversations or quick answers
- Difficult message → Avoid miscommunication
- Zoom meetings → Touch base, clear conversations
- Private Conversation → Offline dialogue to ensure privacy

&

FORMAT

messages

- Bullets → To list tasks and instructions
- Line Breaks → For shorter paragraphs
- Bold → Names and deadlines
- Indent → To call attention to
- Text Size → To differentiate
- Hyperlink → For convenience
- Highlight → Names and instructions

Content inspired by the Advisory Board Company, 2015