

# The Downward Spiral

## Taking Control of Your Inbox and Your Communications

**IMPACTIVE**  
strategies

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Taking Control of Your Inbox  
and Your Communications

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Typically, you spend 95%  
of your time solving a  
problem –  
and 5% identifying it.

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## You...

Time Management?

OR

Not Enough Time?



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## Me...

- Capacity coach
- School, jobs, family, home = health crisis
- But then...

I figured out how to structure my life in a way where I could achieve more and work less ... and realized I could help others do the same!

*Lisa Crilley Mallis*



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## Today you'll learn...

- How to identify **REAL** communication challenges
- How to create an easy-to-implement strategy to **TAKE CONTROL** of your Inbox
- How to create an easy-to-implement strategy to **STAY IN CONTROL** of your Inbox



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## The 3 Stages of A.W.E.

Awareness

Work

Evaluation

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## Point 1 of 3 Awareness

What are your challenges with email communications?



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## Multi-tasking

Good or bad?

Let's see!



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## Data!

- I NEED A UNIQUE CAPACITY BUILDING SYSTEM
- 1, 2, 3, 4, 5, 6, 7, ... 34
- Time #1
- Time #2

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## Distractions

- 3 hours a day = 759 hours a year (*Telegraph.co.uk*)
- 23 minutes and 15 seconds (*Gloria Mark, University of California Irvine*)



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# Think – Pair - Share

Define a “communication emergency”



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# The 3 Stages of A.W.E.

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## Point 2 of 3

Create an easy-to-implement strategy  
to **TAKE CONTROL** of your Inbox.



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## How Many Emails?

Now vs. Backlog



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## The “Big Picture”

- Unroll.me
- Unsubscribe
- Multiple inboxes
- VA
- Rules



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## Schedule

(or don't schedule)

- BPT
- Hyper/Hopper
- “Communication emergency”
- How much time?

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# Decide BEFORE

Completion or progress?



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# Think – Pair - Share

Specific ideas about scheduling email.



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## Point 3 of 3 Work

Create an easy-to-implement strategy to  
**STAY IN CONTROL** of your Inbox



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## Eliminate Guilt

You need a communication policy



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# Group Share

Ideas on communication policy



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# Process Effectively

- Make it easy!
- Turn off notifications
- Turn the phone over



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## Follow a Process

- Delete / unsubscribe
- File "info"
- Action items in inbox



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## Bonus Tips

- Work offline
- Delay send
- Timer



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# Challenges?



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# Backlog Ideas



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## The 3 Stages of A.W.E.

Awareness

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## Evaluation

Do MORE of what works and LESS of what doesn't!  
How do you know it's working?



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## Recap

- **Awareness:** How to identify **REAL** communication challenges
- **Work:** Create an easy-to-implement strategy to **TAKE CONTROL** of your Inbox
- **Work (Part 2):** Create an easy-to-implement strategy to **STAY IN CONTROL** of your Inbox
- **Evaluation:** Do more of what works **FOR YOU!**

**A.W.E.**

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## Imagine...



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## But...

What do you do when "life" gets in the way?

- Be Kind - Improvements Take Time
  - Reach out for assistance

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## Impactive Strategies

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