

CONQUERING EMAIL ADDICTION

Does email dominate your day? The average worker sends/receives over 100 emails a day. We know that it takes about 25 minutes to get back to work after an interruption. No wonder employees wonder why they just can't get their work done! If you feel you may be an email junkie, here are some tips to help you break free from your inbox.

1. Don't check emails immediately. Instead spend your first hour on your priority tasks. Brain alertness chemicals are higher in the morning; the feeling of actually accomplishing something will spark your motivation for the day.
2. Set times when you check emails; give yourself a minimum of two hour intervals. In between, log out of your email completely.
3. Give them heads up. Include a notice in your Email Signature, i.e., "I answer emails at: 10am, 1 pm and 4pm. If you need a quicker response, just call me."