

Inbox 2.0: Increasing Your Personal Productivity with Email in a Web 2.0 World.



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About This Handout

This is the handout for the NACE Experience! 2008 conference.

This document provides you an outline of the topics I will cover. It is not the actual PowerPoint presentation I will use during my talk.

I will provide all attendees a link to my presentation after the talk.

I look forward to seeing you in the session. There will be some great stuff covered that will help you personally and professionally. Many of the concepts in this talk you can take back to your team and share as well. The more people that share these new rules of email the better.

What Does An Email Problem Look Like?

- Overloaded
- Chaos
- Frustration
- BlackBerry or CrackBerry?
- Email Bankruptcy
- Email Apnea
- Email-free Fridays

What Are The Causes?

- Culture of Business
- Myth of Multi-tasking
- Ad Hoc Approach
- Colleague SPAM
- BacN
- SPAM
- Are People The Problem?

What Does Success Look Like?

- Piece of mind
- Focus
- More relevant emails
- Higher productivity
- “Electronic Legacy” intact

How Do We Accomplish It?

- Right Job?
- Number of email accounts
- Email As A Media
- Subject Line
- Formatting
- Filing
- Frequency

How Do We Accomplish It?

- Focus
- Batching
- Saying No
- Begin Today