

## Smarter Email

This tip comes from  
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YOUR EMAIL INBOX most likely contains a collection of old and new messages of varying priorities. Here is one way to cut down on the clutter by separating the information from the action. Change the subject lines of the emails you receive to the action you need to take.

You can do that in Microsoft Outlook and Lotus Notes by editing the message (ALT+E in Outlook, CTRL+E in Lotus Notes), and then editing the original subject line. Simply type in a new subject. You can type in front of the original subject, to keep the "search-ability" of the message.

When you close the message, it will show the revised subject line in your inbox. Review your messages as they come in and change the subjects to actionable

tasks. When you do this as e-mails show up, you will spend much less time opening, reviewing, and closing e-mails later.

For example, you might change the incoming subject line "Re: budget meeting" to "Draft initial presentation overview re: budget."

As you look through your inbox, you are now able to tell at a glance the steps you need to take, instead of opening and reading the same messages over and over again.

By appropriately identifying the action that each email requires, you can purge, sort, and organize much of your inbox, cleaning the clutter and making it easier to get work done.

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