



email extinguisher

Simple Steps to Shrink the Inbox



| itinerary...



Distractions



Shortcuts



Behaviors





Google



How to focus at work







300

ADVANCE YOUR

business

NOT
YOUR

busyness

Denise Smith
Request for updated project plans
From: Jonathan Mollerup
Sent: Friday, May 18, 2012 9:47 AM

100%

9:47 AM
5/18/2012



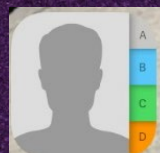
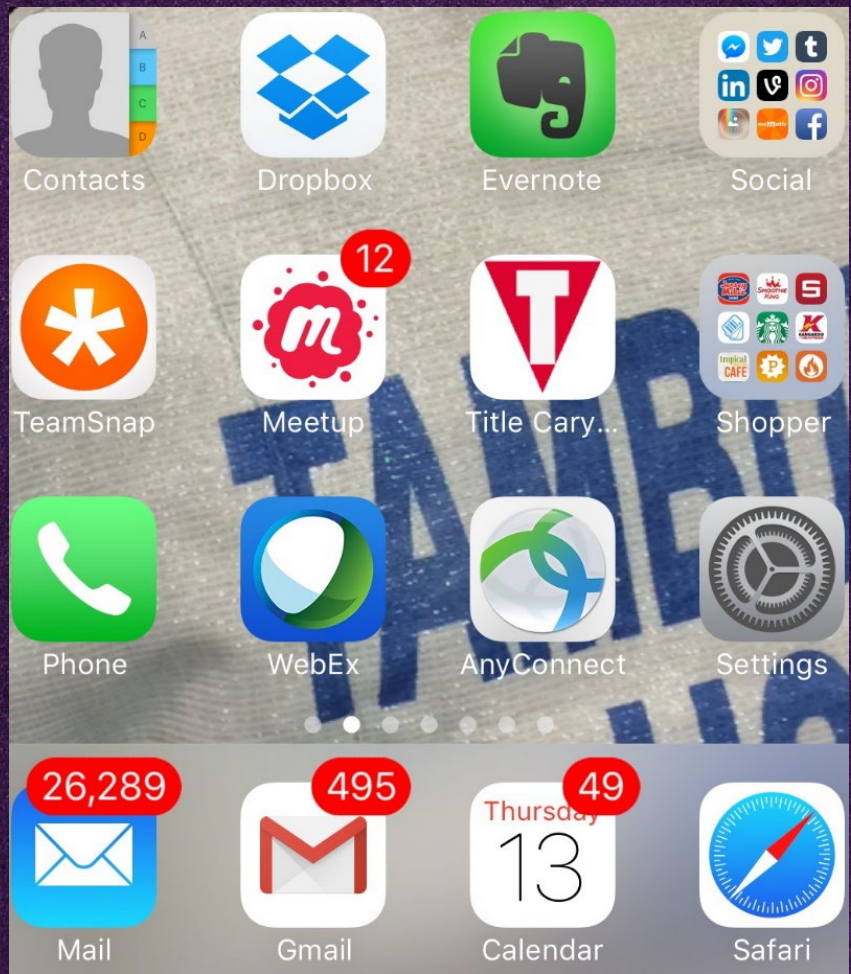
Daniel Howley
Test 2

+Lisa

2

9





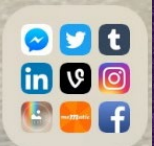
Contacts



Dropbox



Evernote



Social



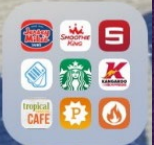
TeamSnap



Meetup



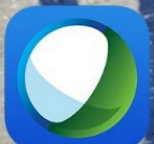
Title Cary...



Shopper



Phone



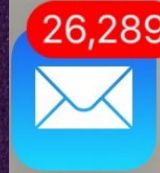
WebEx



AnyConnect

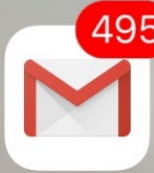


Settings



26,289

Mail



495

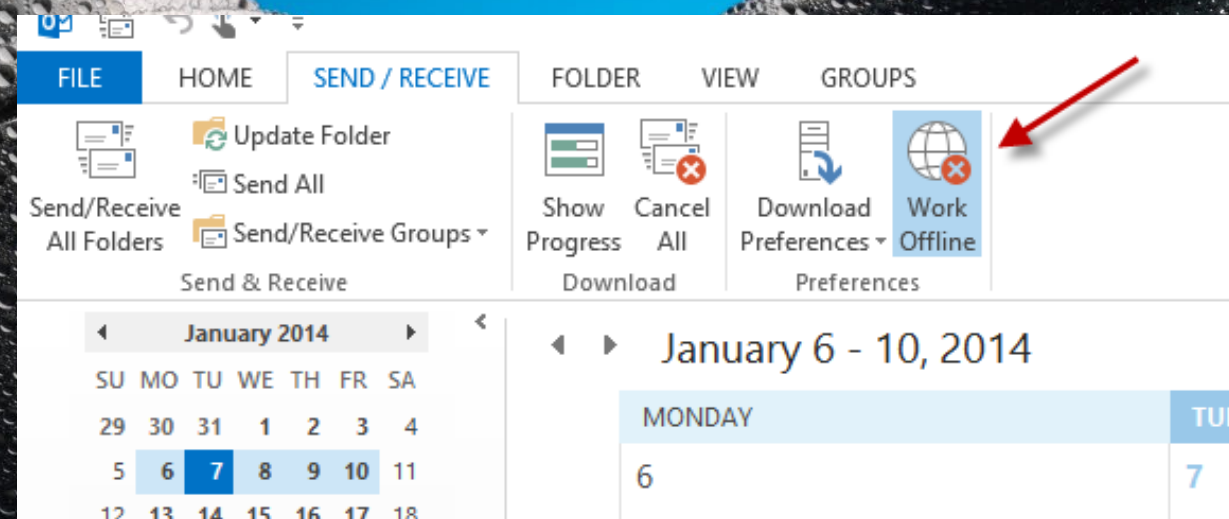
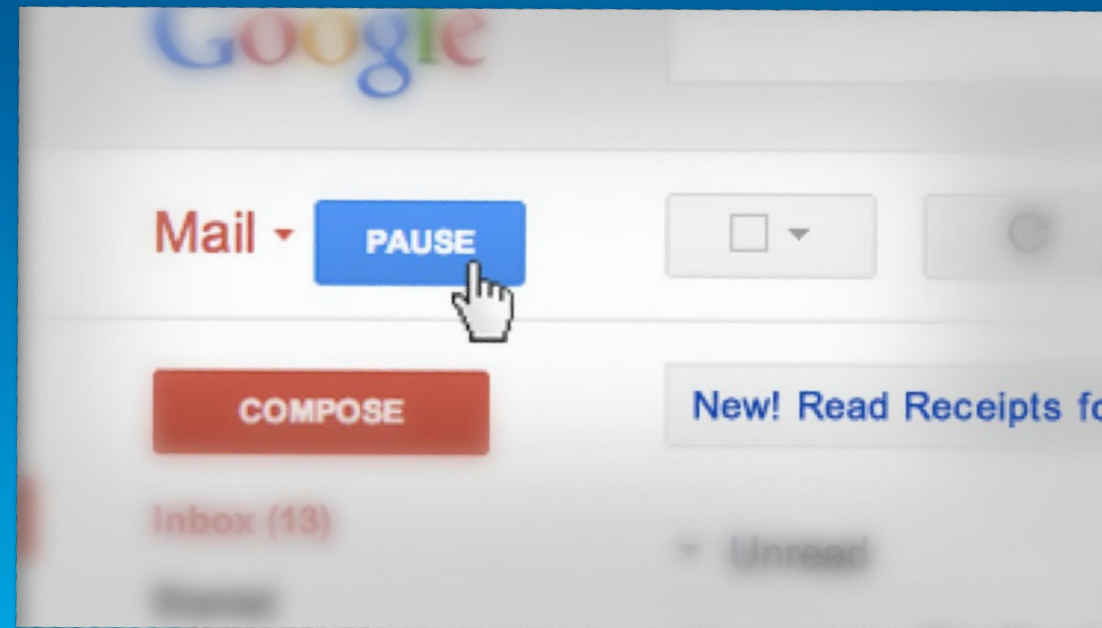
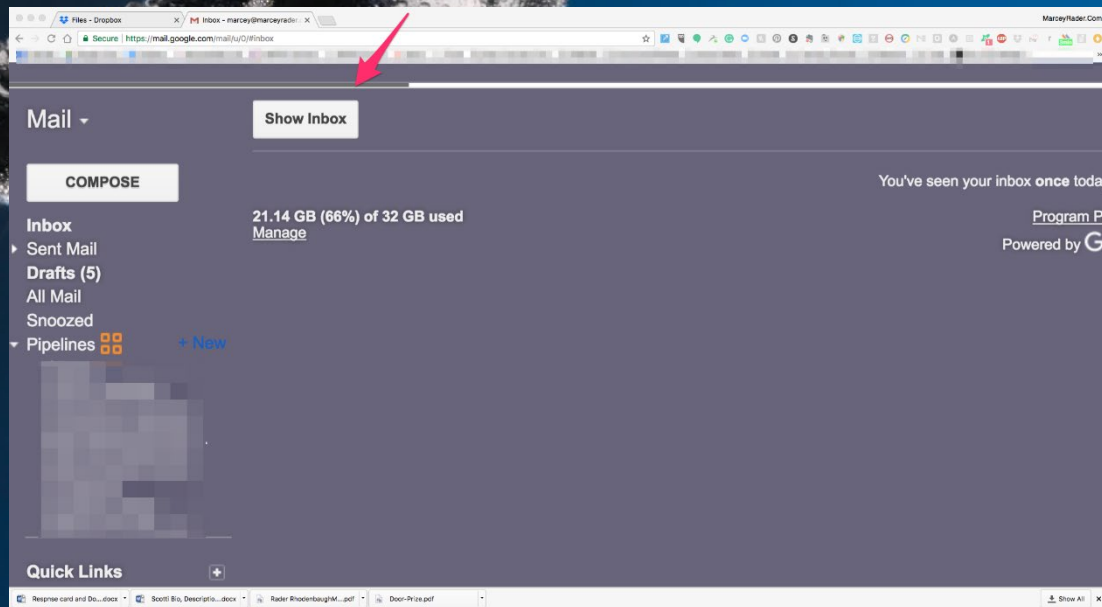
Gmail



Calendar



Safari





| itinerary...



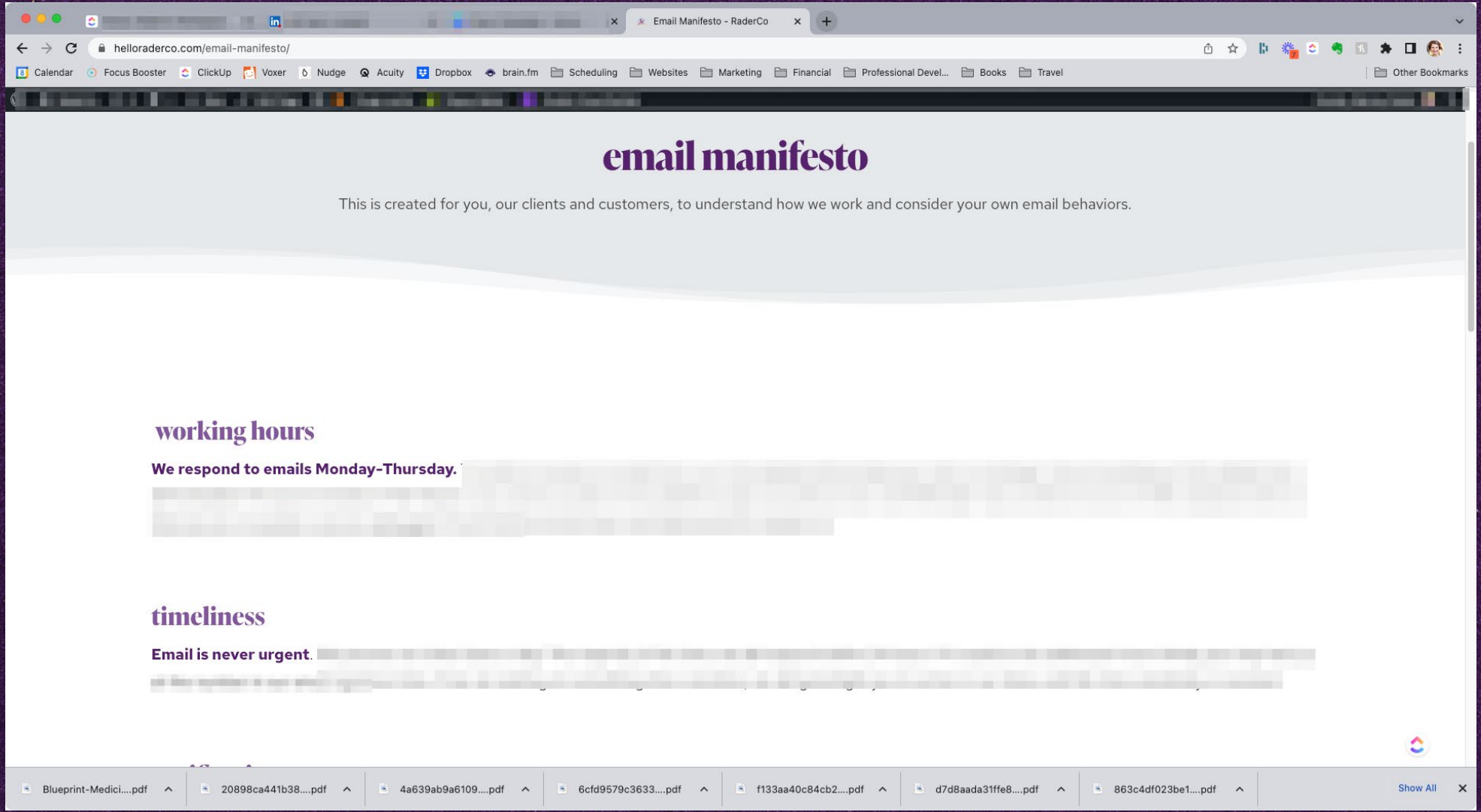
Distractions



Shortcuts



Behaviors



email manifesto

This is created for you, our clients and customers, to understand how we work and consider your own email behaviors.

working hours

We respond to emails Monday-Thursday.

[Blurred content]

timeliness

Email is never urgent.


[Blurred content]

URGENT


#announcements
Stay informed. Get caught up on company news.

Sara Parras 9:10 AM
Expenses are due at the end of this month! If you have any questions, see the attached doc.

Word document ▾

 Acme Expenses FAQ



👍 25 🗨️ 16 🌱 32

 6 replies

Jagdeep Das 10:54 AM
Reminder: please take a few moments to fill out the remote work



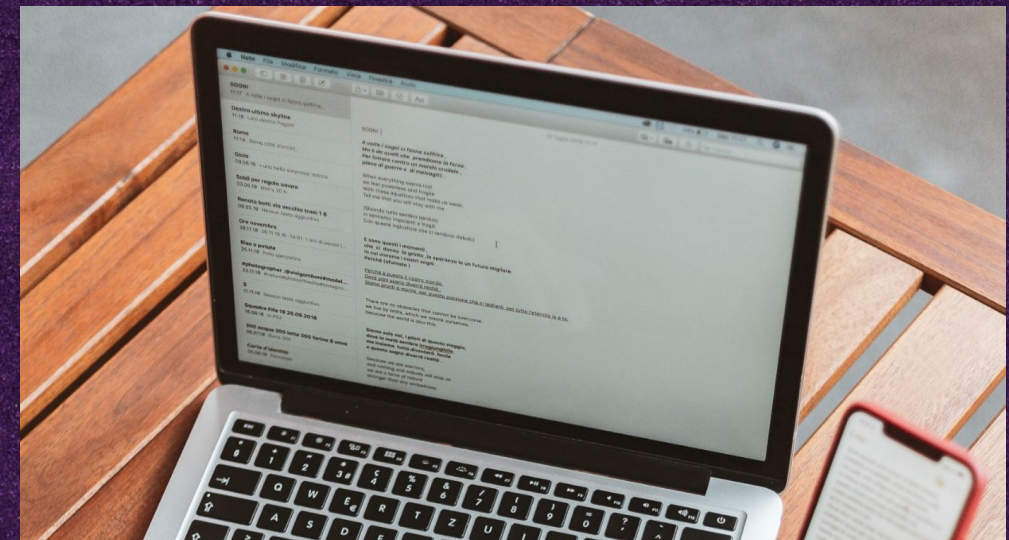
8:10 📶

  **Marcey** >

iMessage
Today 8:10 AM

Help! I can't get into the meeting!

Read 8:10 AM



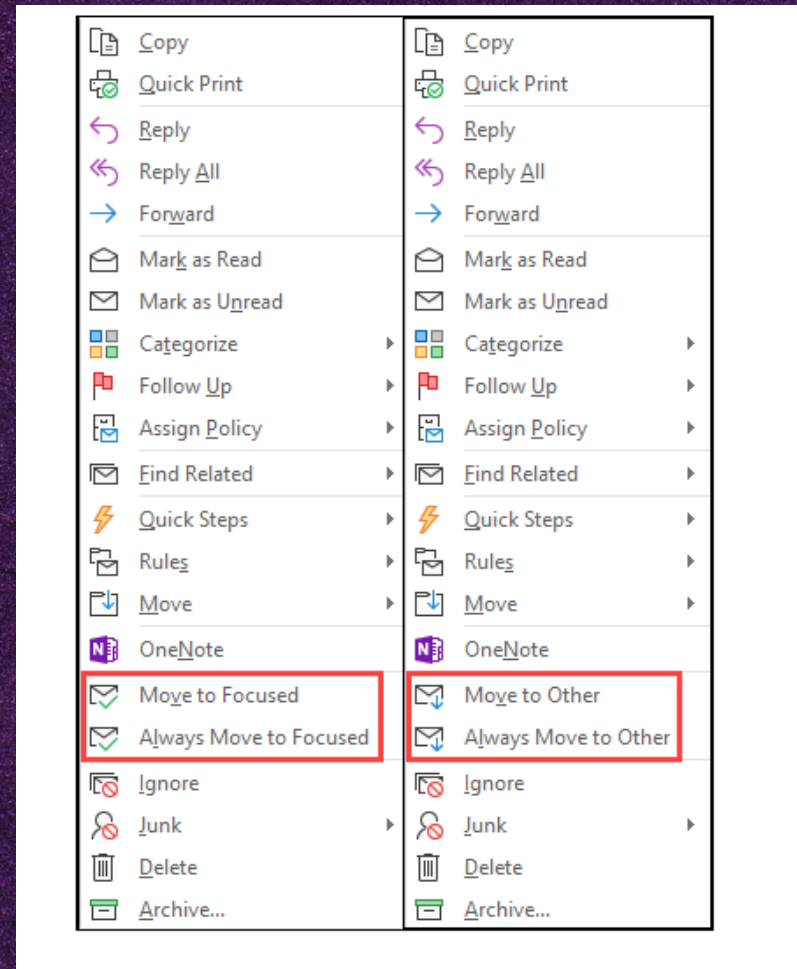
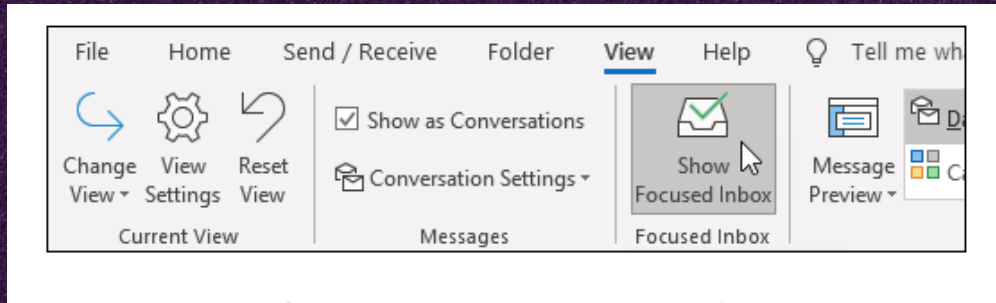
to:

cc:










	CEO	COO	Tech Support	HR	Matrix Legend: T = Send in the TO line C = Copied for information only N = Not required	
Issue	1	2	3	4	Channel	Type
Opportunity > \$1M	T	C	N	N	In-Person	Collaborative or decision-making meetings
Key Vendor or Client Complaint	T	T	N	N	Email	If a digital trail is necessary or communication with a vendor or client. Non-urgent communications.
Immediate Health Concern	N	T	N	T	Phone	If email thread is more than 3-4 responses. Response to missed call or voicemail. Client preference.
Cyber Security Incident	C	C	T	N	Video Meeting	Client preference. Meetings where sharing screens is necessary. Meetings with three or more people.
Recognition	N	T	N	T	MS Teams/Slack	Short messages Group announcements Casual banter (limit, please!)
Status Updates	N	T	N	N		





rules and filters



Stay Organized

-  Move messages from someone to a folder
-  Move messages with specific words in the subject to a folder
-  Move messages sent to a distribution list to a folder
-  Delete a conversation
-  Flag messages from someone for follow-up
-  Move Microsoft Office InfoPath forms of a specific type to a folder
-  Move RSS items from a specific subscription to a folder

Stay Up to Date

-  Display mail from someone in the New Item Alert Window
-  Play a sound when I get messages from someone
-  Send an alert to my mobile device when I get messages from someone

Start from a blank rule

-  Check messages when they arrive
-  Check messages after sending

▲ andrea.pereira@biogenidec.com

▲ Inbox **149**

AP Development Read or Delete **10**

< BACK

- Trash
- Security & Permissions
- MARCEY RADER
- My Settings
- Workspaces
- Notifications**
- Rewards
- Log out
- MY APPS
- Cloud Storage
- Time Tracking
- Slack Notifications
- Apps
- Calendar
- Zoom

Comments	Email	Mobile	Web (in-app)	Browser
Assigned comments ⓘ	✓	✓ ✕	✓ *	✓
Resolved comments	✓	✓ ✕	✓	✓
Comment assigned to me ⓘ	✓	✓ ✕	✓ *	✓
Comments I'm @mentioned in	✓	✓ ✕	✓ *	✓
New comments ✓✓	✓	✓ ✕	✓ *	✓
Reactions	✓	✓ ✕	✓	✓
Tasks	Email	Mobile	Web (in-app)	Browser
New tasks created				
<input type="radio"/> Notify and watch all new tasks	✓	✓ ✕	✓ *	✓
<input type="radio"/> Notify me when new tasks are created				

support@helloraderco.com
conciierge@helloraderco.com

blueprint@helloraderco.com
gff@helloraderco.com

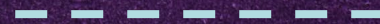
| itinerary...



Distractions



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Behaviors

delay send

Rea Donato (HappinessSpecialist@workwellplaymore.com)

Example of Delay Send/Snooze

Marcey Rader
Productivity and Health Speaker, Coach, Author
Work Well. Play More!®
484-455-4122 EST
WorkWellPlayMore.com and MarceyRader.com
Are you ready to Move. Solve. Create?
[Let's chat!](#)

When do you want to send it?

Suggestions

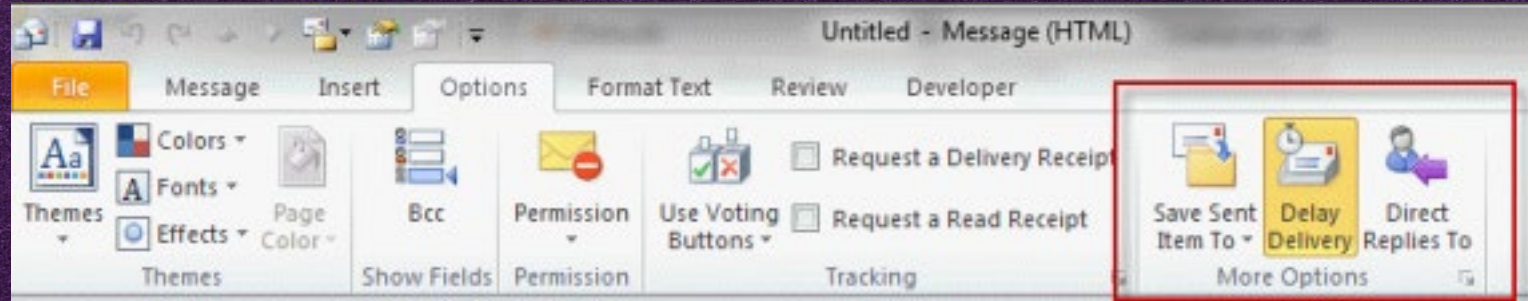
- One hour from now
- Tomorrow at 8am
- Next monday at 8am
- In one week

Recently Used

- one hour
- tomorrow at 10:
- two hours

Send

Rehearse Trainin



A screenshot of the Microsoft Word 'Message' ribbon, showing an email composition window. The ribbon includes 'File', 'Message', 'Insert', 'Options', 'Format Text', 'Review', and 'Help'. The 'Message' section shows a font set to 'Calibri (Body)' size 11, with bold, italic, and underline options. Below the ribbon, a blue notification bar states: 'Send this email when most recipients are in their work hours: Thu, Nov 7 at 10:00 AM'. The 'To' field contains: 'Enrico Cattaneo; Kathy Thompson; Jon LeCroy; Donna Seo;'. The 'Cc' field is empty. The 'Subject' is 'Monthly marketing status review'. A 'Send' button is visible on the left. The email body contains the text: 'Hi everyone - Just going through the results of this month's marketing campaigns. I'd like to check in with you all on some clarifying points re: KPIs, review some of our A/B testing results, and check in on ad spend status. If you could each send me your status on those, that would be great. Thanks! Emily'.

A screenshot of a 'Recommended for you' notification card. The card features a blue header with a white envelope icon containing a clock. Below the header, the text reads: 'Recommended for you', 'Want to delay after-hour emails?', and 'Schedule your emails to be delivered during your coworkers' work hours.' A 'Try it out' button is located at the bottom right of the card.

hyperorganizing

This screenshot shows a Microsoft Outlook inbox with a highly organized list of emails. The interface includes a left-hand navigation pane with categories like 'Inbox (8)', 'Starred', 'Important', 'Sent Mail', 'Drafts (165)', and various groups like 'Circles', '[Signals]', 'Associate (2)', 'Finance', 'HUGS', 'Intern', 'Intern Program', 'Media Wizard', 'Mentors (2)', 'Support', 'Teaching', 'Toastmasters', 'Content Inspiration', and 'Design Inspiration'. The main pane displays a list of emails with columns for checkboxes, stars, sender names, subject lines, and dates. The emails are grouped into sections such as 'Needs Response', 'Project Backlog', 'To Do', and 'Weekly Reading'. Each email has a small icon indicating its status or category, such as a red 'Needs Response' tag or a green 'To Do' tag. The list includes emails from 'GrowthHackers Weekly', 'Ryan, me', 'CFL .. me, Danielle', 'noreply, me, Emil, Matt', 'me, Corey, Emma, Jen', 'Hannah, me', 'David Brown', 'TINYpulse', 'Daniel, me', 'Brandon Pindulic', 'Daniel, me', 'Meghan, me, gmahendran', 'noreply, me', 'Larry Reeves', 'Denise .. me, Isolina', and 'noreply, me'. The dates range from Sep 23 to Sep 28.

This screenshot shows the Microsoft Outlook interface with a detailed view of the folder structure. The top menu bar includes 'File', 'Edit', 'View', 'Go', 'Tools', 'Actions', and 'Help'. The 'Mail' tab is active, and the 'Favorite Folders' section is expanded to show 'Inbox', 'Unread Mail', 'For Follow Up', and 'Sent Items'. The 'Mail Folders' section is also expanded, showing 'All Mail Items' and a list of folders: 'Mailbox - Vandenberg, Erin', 'Deleted Items (70)', 'Drafts (1)', 'Hold for Trash', 'Inbox', 'Administrative', 'Outside Projects', 'Policies and Procedures', 'Projects', 'Reference', 'Training', 'Junk E-mail', 'Outbox', 'quarantine', 'RSS Feeds', 'Sent Items', 'Records Coordinator Newsletters FY08-09', 'Records Coordinator Newsletters FY09-10', 'Search Folders', 'All Folders in Inbox', 'Categorized Mail', 'For Follow Up', 'Large Mail', 'Unread Mail', and 'Archive Folders'. A black circle highlights the 'Inbox' folder within the 'Mailbox - Vandenberg, Erin' group. The right-hand pane shows a list of email items with columns for checkboxes, stars, sender names, subject lines, and dates. The list includes emails from 'Date: Yes', 'Date: Last', 'Date: Two', 'Date: Three', and 'ASG Con Steven Al'. The date 'Tue 3' is visible at the bottom right.

subject lines

The screenshot shows a Gmail interface. At the top left is the Google logo. Below it is a search bar. The main header area contains the word "Mail" and a row of action buttons: a back arrow, a plus icon, an exclamation mark, a trash can, "Move to Inbox", a tag icon, and "More".

The email content area shows a subject line: "Action Requested by 08/Sep: Crawl site for broken links". To the right of the subject line are icons for printing and a link icon. Below the subject line is the sender's name "Marcey Rader" with a profile picture, and the recipient "to Rea". The date "Aug 11 (13 days ago)" and a star icon are also present.

The body of the email contains the text: "This is an email to use as an example for **subject lines**." Below this is a link to "Marcey Rader" with the text "Productivity and Health Expert, Speaker, Author 484-455-4122 (EDT)". A horizontal line follows, and below it is a link: "Click for your sneak peek of the #1 Amazon Bestselling *Beyond Travel: A Road Warrior's Survival Guide!*".

At the bottom of the email body is a reply box with a profile picture and the text "Click here to [Reply](#) or [Forward](#)".

The footer area contains: "0.08 GB (0%) of 30 GB used" with a "Manage" link; "Program Policies" and "Powered by Google"; and "Last account activity: 35 minutes ago" with a "Details" link.

perfect

Thanks!

got it!

Ok!

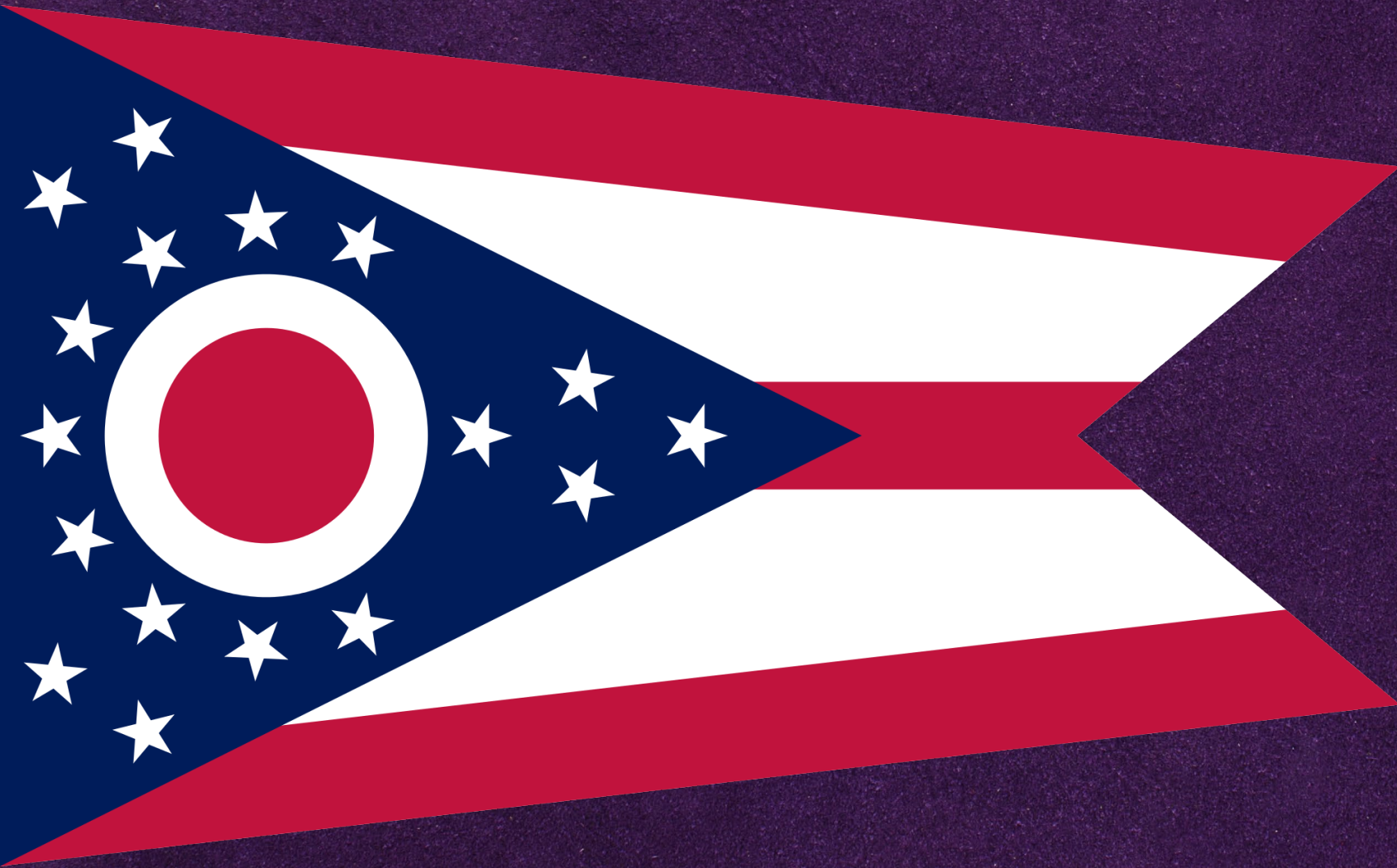
Good luck!

great job!

congrats!

Good work!

Well done!



Only

Handle

It

Once

Delete

Delegate

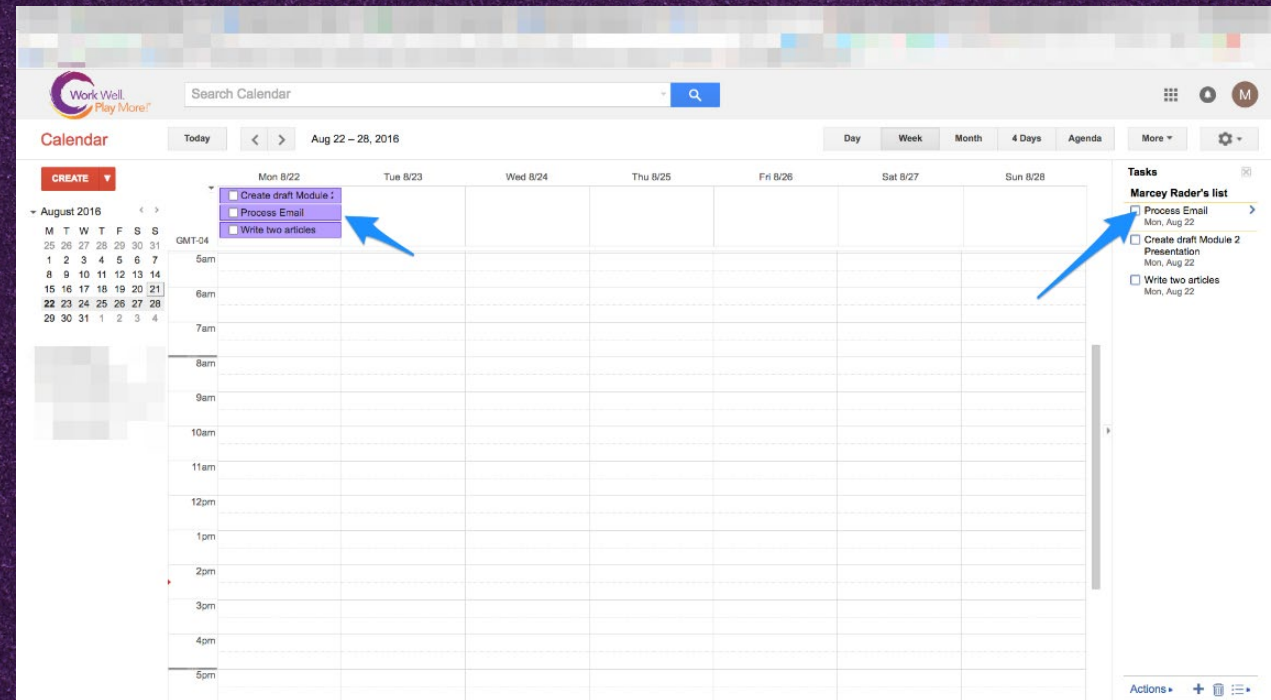
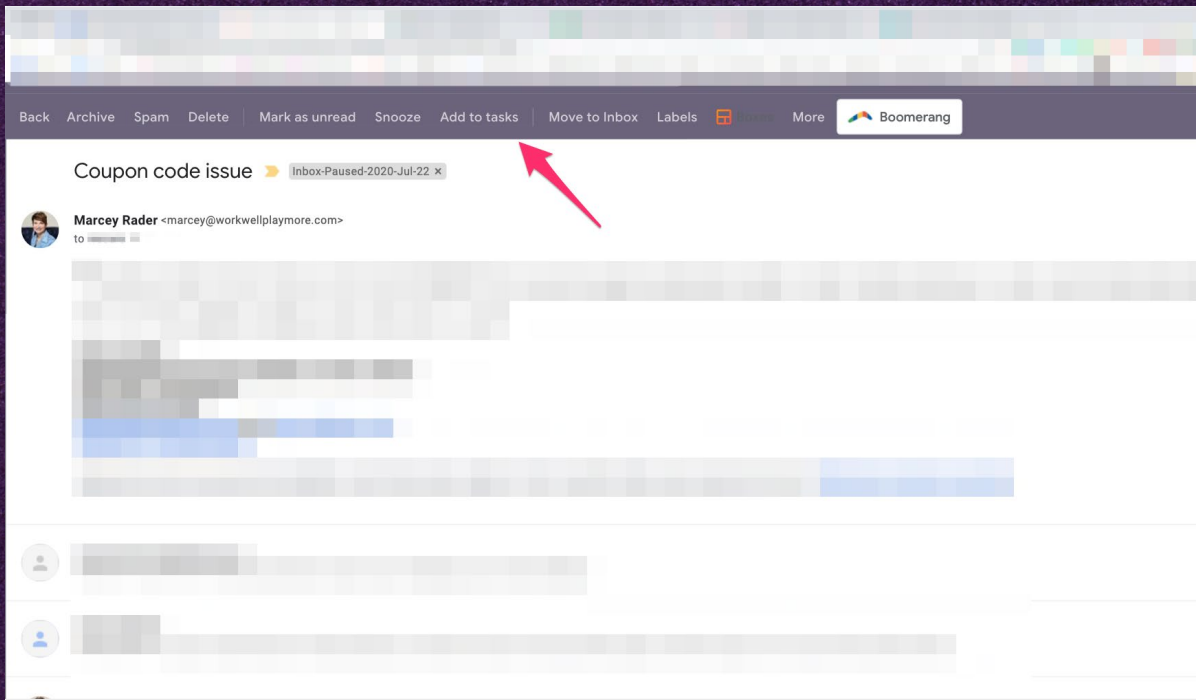
Reply

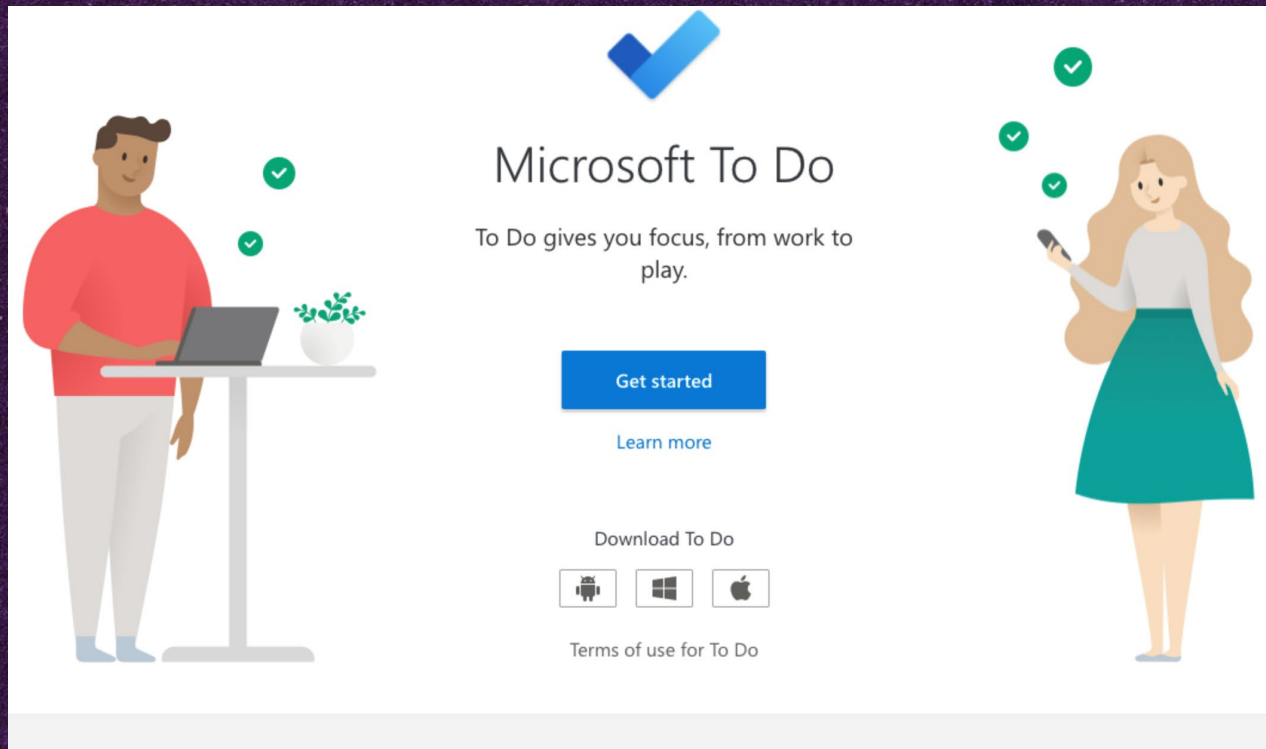
Archive

Task



tasking





The image shows the Microsoft To Do landing page. At the top center is a large blue checkmark icon. Below it, the text "Microsoft To Do" is displayed in a large, clean font. Underneath, a subtitle reads "To Do gives you focus, from work to play." To the left of the text is an illustration of a man in a red shirt standing at a desk with a laptop and a potted plant. To the right is an illustration of a woman in a grey top and teal skirt holding a smartphone. Several green checkmarks are scattered around the illustrations. Below the subtitle, there are two buttons: a blue "Get started" button and a smaller "Learn more" link. Further down, there is a "Download To Do" section with icons for Android, Windows, and Apple. At the bottom, there is a link for "Terms of use for To Do".




Microsoft To Do

To Do gives you focus, from work to play.

[Get started](#)

[Learn more](#)

Download To Do

[Terms of use for To Do](#)

Edit Quick Step

Name: Task fr Email

Edit the actions the quick step performs.

Actions

- Create a task with attachment
- Delete message

[Add Action](#)

Optional

Shortcut key:

Tooltip text:

[Save](#) [Cancel](#)

Jason Deshayes <jdeshayes@cookwealth.com>

Mon, Dec 12, 2022, 8:52 AM



Reply



to me ▾

I'll be out of the office through December 14th for a little PTO and the annual FPA Conference, where some of our team will be sharpening the saw to better serve you. I'll have limited access to e-mail and messages, so expect a delay in reply. However, if your need is urgent or cannot wait until I return, here are some ways our well qualified team can serve you:

Marilyn Yoder (myoder@cookwealth.com) can help you with things like:

- I need a copy of my tax return
- Oh, I need to get something scheduled with Jason...can you help me?
- I need to FedEx something to the office

If you have a more tax related need, you can e-mail taxes@cookwealth.com and one of our tax team members (likely Zach Carver or Aaron Taylor) will respond to you promptly. They are highly capable and you likely already work with them, so you are in great hands.

If you're a "self service" type of person, you can always book some time on my calendar for when I return at my Calendly page - <https://calendly.com/jdeshayes-cw>

If something is really urgent, please contact the office at 919.784.9100 and one of our team members will take care of you.

I look forward to reconnecting with you when I return to the office!

Jason

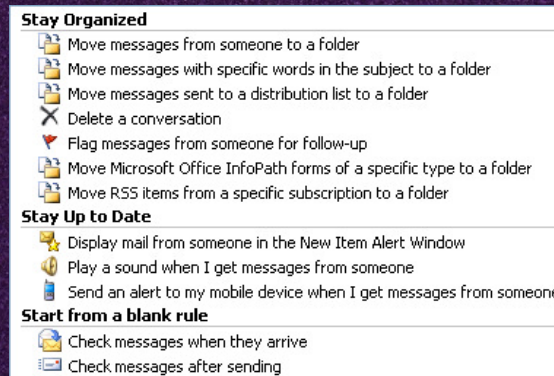


raderco recap

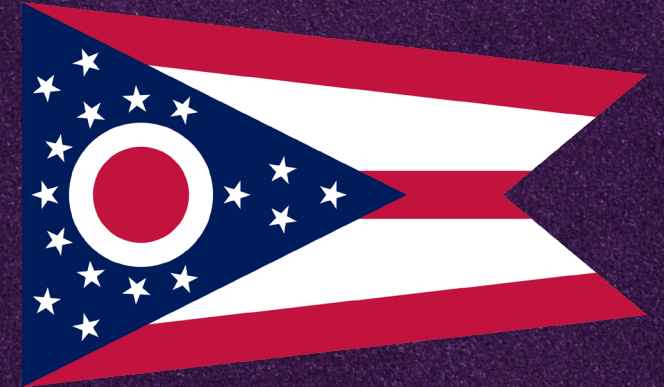
Distractions



Shortcuts



Behaviors





What's your commitment to
shrink your inbox?



raderco.

REVITALIZING PRODUCTIVITY



Need personalized
attention?

Check out the Email
Action Plan!



[www.helloraderco.com/e
mail-action-plan](http://www.helloraderco.com/email-action-plan)

