

Dealing with the Influx of Email – The EMAIL Acronym

Both teachers and educational leaders report that the exponential increase in the amount of email they receive has resulted in increased stress during and after school hours. After conducting a number of time management seminars with educators, I found that the following set of acronym-based reminders has proven to be helpful.

Some key strategies to use in dealing with the influx of email are presented below under the acronym – **EMAIL**:

EMAIL Strategies

Evaluate the priority of the item (urgent-important)

Manage how it is handled: answer immediately, delete, delegate, bring forward file, schedule time

Act on the urgent and important items promptly

Identify sensitive items – handle them carefully

Limit the time spent on email – set work times