

Message Options

Send Gill Sans 14 Attach Picture Hyperlink Signatures High Priority Low Priority Check Names

To: Your Team

Cc:

Bcc:

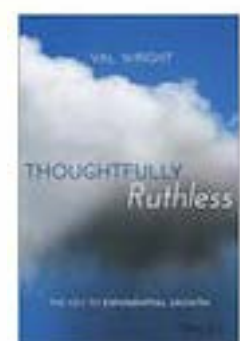
Subject: ACTION: The Thoughtfully Ruthless Inbox

Hello,

Here is a new way I am managing my inbox and I would like you to try too. Apply at least two of these ideas this week and e-mail me in seven days to tell me how it improved your productivity and how I can help remove roadblocks to making our team more Thoughtfully Ruthless!

1. Never send e-mails after 5pm or on weekends unless it is business critical
2. Pick up the phone rather than pile on a long email thread
3. No more "thanks" e-mails
4. Use ACTION / DECISION / FYI in the subject header
5. Ask your question or explain the purpose in the first sentence
6. Touch it once when you have time to respond
7. Turn off auto send
8. Block e-mail time in your calendar
9. Use the flag feature
10. BCC yourself for important e-mails
11. Create auto signatures for popular responses
12. Share these rules with your team
13. E-mail this list to your organization with two requests:
 - Invite them to e-mail you in seven days and tell you how this has improved their productivity
 - Ask how you can remove further roadblocks to make the team more Thoughtfully Ruthless!

Val Wright



Be the first to read "[Thoughtfully Ruthless: The Key to Exponential Growth](#)", Wiley, April 2016. Contact me for pre-order special offers.

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