

Tame Your Inbox

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3 Ways to Manage Email

Is email overload getting the best of you? You're not alone. Business messages often rush right into your inbox, and then sit there - either unopened and unanswered.

The end result? A cluttered mess.

It's time to tame your inbox. Here are some tools than can help!

1. Use an email template.

Sick of writing the same types of emails to different people?

Use a template.

Programs like [Yesware](#) let you set up standard snippets of text that can be integrated into emails quickly using simple commands. Yesware also can be incorporated into your client relationship management program.

2. Use an archive.

How you handle messages you've decided to file away is critical.

The standard email archiving tools that are integrated into programs such as Microsoft Outlook can be useful but they usually don't provide all the features most lawyers need



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to manage messages related to ongoing matters. For that, consider an external email archiving tool like [Mail Steward](#).

Mail Steward will allow you to store large amounts of data to prevent file security concerns, an easily search your email archive for past messages, based on a variety of criteria.

3. Learn how to process email productively.

All the tools in the world can't help you **manage email** effectively if you don't first have a methodology in place for processing incoming messages.

Instead of reading a message and deciding how to follow up on it later, I tell my clients to decide immediately whether an action should be completed right away, delegated to someone else or filed away for future reference.

Your inbox shouldn't make you feel stressed and anxious. Calm yourself by getting control of your inbox. These tools will help you get the job done.

Adapted from article: [Five Ways to Tame Your Inbox](#) by AJ Kumar, Entrepreneur Magazine.

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