Getting Stuff Done: Email Tips and Tricks

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PROBLEM #1

Workers receive an average of 42 emails per day

Solutions:
- Training on email productivity

Growing Time Sink
PROBLEM #2
Variable Reward System

PROBLEM #3
Cognitive Derailment
Defence

Offence

Cure

Prevention
Turn Off Notifications

• Stop being reactive
• Stay focused
• Cut down on unwanted email
Create Folders

- Organize project info
- Sort mail
- Store ‘To Do’ emails
Create Rules

- Sort incoming mail
- Trigger alerts
- Re-route
Automatic Reply

• Consider if it is necessary
• Manage expectations
• Do it carefully
Safe Out-of-Office Auto-Reply Message

• Say that you will be "unavailable“ (not away)
• Don't Provide Contact Info
• Avoid Personal Information and Remove Your Signature Block
• Consider sending only to “in organization”
Undo Send (Oops)

• Give you time to “fix” something

If you turn on undo send, you can cancel an email message you’ve sent for up to 30 seconds. To turn it on, select Let me cancel messages I’ve sent then choose a time period.