Inbox Zero

Skills for the Busy Faculty Member: Time Management and Organization
Jan 10, 2023
Michelle “Mimi” T. Cabrera, MD
Associate Professor, Ophthalmology, UW SOM
Technology
INBOX ZERO
Inbox Count
Do you feel present?
Marie Kondo: Decluttering focuses your life on what matters
INBOX ZERO

- DELETE!
- Delegate
- Defer
- Do
Achieving Inbox “Nirvana”

Stop living in your inbox!
Turn off push notifications and check for new email 1-2 times/day

Archive old email
Remove old, distracting emails from your inbox

Prioritize your email
Separate actionable email from others

Work through the remaining emails using GTD principles

Celebrate!
Tips to manage your inbox

1. Archive old email
   • >3 months or whatever you are comfortable with
   • Move to a separate folder

2. Deal with Spam
   • Block
   • Set up Rules and if using Outlook learn the Sweep function

3. Triage your Inbox
   • Top to bottom
   • <2-minute task? DO IT NOW!
   • Delete most
   • Save a few to folders
   • SNOOZE
   • Delegate
Inbox Zero is Not a Perfect System

It’s a state of mind
Audience Response

• What time management tools have you found most useful?
Turn Off Notifications

- Stop being reactive
- Stay focused
Turn off notifications in Outlook
Turn off notifications in Outlook

In-app notifications
When Outlook is open:
- [ ] Notify me when a new message arrives
- [x] Play a sound when a message arrives
- [ ] Notify me when I receive a reminder
- [ ] Play a sound when I receive a reminder

Chat
When a new chat arrives:
- [ ] Display a notification and play a sound
- [x] Display a notification
- [ ] Do nothing

Action confirmations
When I move, delete, or archive a message:
- [x] Confirm that the action was successful
Keep Email Closed
Unless you are acting on it
Def: Unwanted and unsolicited email sent by automatic messaging software on the internet.
Block Sender

• Cut down on unwanted email
Block in Outlook

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Some content in this message is blocked because the sender isn't in your Safe senders list. I trust content from contact@clinicsurgery.com

Cordial wishes...!!!

We have sent you an email earlier regarding the manuscript submission, so this is a follow up email towards the submission of your manuscript.

We humbly request you to submit a manuscript in our journal "Clinics of Surgery (ISSN 2638-1451)" for its better growth.

All the manuscripts are indexed in Google Scholar, Publons and Semantic Scholar etc.

Your valuable research work submits at online: clinicosurgery.com/submit-manuscript.php
SWEEP in Outlook

In Outlook, to remove messages from the Inbox folder and any future messages, select the option to move all messages from the Inbox folder and any future messages.
Rules in Outlook

1. Name your rule
   Enter a name.

2. Add a condition
   Select a condition

3. Add an action
   Select an action
   
   Stop processing more rules

   Subject
   Subject includes
   Subject or body includes

   Keywords
   Message body includes
   Sender address includes
   Recipient address includes
   Message header includes
   Marked with
   Importance
   Sensitivity
   Classification

   From
   To
   My name is
   I'm on the To line
   I'm on the Cc line
   I'm on the To or Cc line
   I'm not on the To line
   I'm the only recipient

Save  Discard
Rules in Outlook
Rules in Outlook
Pitfalls of Rules

AAMC Folder
“The things that get scheduled are the things that get done”
- Robin Sharma
SNOOZE
How to use SNOOZE

• What: >2 minutes task
• Snooze to: 1. before deadlines 2. when you know you have time
• Forget about it
• It will return to your inbox at the desired date
April R. Miller <miller@uah.edu>

To: Cabrera, Michelle

Sure, no problem.

Get Outlook for iOS

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something has changed with the remote portal and I’m unable to log on. Can this wait until I get back in the new year?

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SNOOZE
SNOOZE
SNOOZE can be your new To Do List
SNOOZE is healthy procrastination
2 MIN RULE
To: Kat McGhee Drummond <kmcghee@uw.edu>, Jane Montalvo <jpmontalvo@uw.edu>, Myriah Thao <mmthao@uw.edu> + 1 other

Re: 2022 Excellence in Mentoring Women Faculty Award Letters - Winners & Nominees

Wording looks great! I assume that the nominee letter template will apply to the other nominees (there is only one here, but there were other).

Mimi

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Pronouns: she/her/hers
Hi Mimi,

I worked off the letters from the previous year and have attached them all here. For the nominees the letters are all in one word document, if you scroll through you’ll see a page break between each nominee letter. You are correct that both the winners and the nominees are invited to the luncheon! My guess is that the language for the nominee letter is slightly different regarding the luncheon since I think Julie will prioritize the schedules of the winners but will plan based on everyone’s availability. If we’d like to edit the language we certainly can.

Thank you and please let me know if you have any other questions!

Kat

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Marie Kondo: Decluttering focuses your life on what matters
DO NOT FEAR DELETE!

- After reading/completing task
- Delete 95% of emails – only save critical emails to folder
- Saves time
- Declutters
- Makes search functions functional
- You can track down lost information
Email is Just a Medium

Managing Email Means:

• Convert important things into action items
• Eliminate the rest
Inbox Zero Take Home Points

• Eliminate Spam
• 2- Minute Rule
• DELETE
• Use SNOOZE

https://www.youtube.com/watch?v=s74-mXXvJsM
Thank you!
Audience Response

• What time management technique do you plan on adopting?
Please submit your E-val!