Week 46 Focus — Email Management

Focus Question: What is the state of your inbox?

🧩 DESCRIPTION/RESEARCH

The Front Blog indicates that "The average worker spends 28 percent of their work week on email, more than 11 hours a week! With the average person sending and receiving 124 work emails every day, or 620 emails every week, we're spending an average of 1.1 minutes on each email." https://frontapp.com/blog/2018/07/20/how-much-time-are-you-spending-on-email/

"The average professional spends 28% of the workday reading and answering email, according to a McKinsey analysis. For the average full-time worker in America, that amounts to a staggering 2.6 hours spent, and 120 messages received per day."
— *How to Spend Way Less Time on Email Every Day* — **Harvard Business Review** by Matt Plummer 2019
https://hbr.org/2019/01/how-to-spend-way-less-time-on-email-every-day

> "One look at an email can rob you of 15 minutes of focus. One call on your cell phone, one tweet, one instant message can destroy your schedule, forcing you to move meetings, or blow off really important things, like love, and friendship."
>
> **Jacqueline Leo**

According to Matt Plummer - The team at Zarvana realized professionals could save more than one hour and 21 minutes per day by addressing these five time suckers. Here's what Matt Plummer shares in his Harvard Business Review Article (https://hbr.org/2019/01/how-to-spend-way-less-time-on-email-every-day):

According to Zarvana our time is spent in five main areas, taking up the following time:

"1. Over checking email wastes 21 min/day.
2. Full inboxes waste 27 min/day.
3. Using folder to organize and find emails wastes 14 min/day.
4. Archiving emails into many folders with mouse wastes 11 min/day.
5. Reading and processing irrelevant emails wastes 8 min/day.
(Source Matt Plummer and Zarvana — in HBR article). The article he has written provides a lot of detail around just how much time is spent and what you can do about it. I strongly encourage you to check it out! You will find it at: https://hbr.org/2019/01/how-to-spend-way-less-time-on-email-every-day

🧩 ACTIVITY

This week spend time applying one or two of these "*fast fixes*" to your inbox, or to the way you process email. While setting up a quick step or rule may take time in the short-term, it can save time in the long-term.

🧩 CONNECTION TO THE WORKBOOK AND PLANNER

Consider tracking the amount of time you are spending on email over one or two weeks. Notice how you are replying and what changes could be made.