

E- Mail Overload

There are several things you can do to handle your e-mail efficiently

Act Now

Once you have looked through your messages, respond to them immediately.

Pass It On

It probably isn't necessary for you to take care of everything that is sent to you. Work on the important matters, while forwarding additional items to others who need them.

Delete It

This task is simple: Delete what you don't need.

Stay Caught Up

Although it may be easy to let certain messages slide, stay up-to-date on your e-mail. By replying to your messages immediately, you will find it to be less of a problem than trying to respond to many all at once.