



## Office Organization: Handling Email Overload

***Emails....*** They pile up faster than you can read them. As soon as you've crafted the perfect response to one email, you click back to your inbox only to find that you now have five more. As the stack grows, it starts pushing important info down the page until it becomes easy to forget about.

Business managers should be careful to remember that getting your inbox down to "zero" is a guideline rather than a rule. Some things really can be put off - which is why many email platforms offer a labelling system that can mark some emails as "urgent" and others as less time-sensitive. This way it allows you to tackle the things that need to be handled immediately while neatly organizing the ones you'll have to get to later.

Many use the "two minute rule." If a task can be handled in two minutes or less, than don't procrastinate - do it right away. If its going to take longer than that, think about its urgency and decide how and when you'll handle it.

Staying organized when dealing with your tasks can help you feel less stressed in the office and improve your overall efficiency and management style.

