

DAILY Mirror JOBS



with our brilliant careers website
FISH4JOBS

Edited by **TRICIA PHILLIPS** mirrorjobs@mirror.co.uk

KNOW HOW...



...EMAILS

If your inbox has spent the last year groaning with unread messages, it's time to take control and stop emails ruling your life.

Who hasn't been on holiday and spent time checking and responding to work emails for fear of being left out of developments? Who doesn't dread coming back from even just a couple of days off to a mountain of messages to deal with?

Companies need to be mindful of the increasing use and burden of emails, both to employees and customers. In the meantime, what can you do to help yourself?

Here are some tips from Professor Sir Cary Cooper, of the Alliance Manchester Business School, and Chris West, creative director at Verbal Identity, to help ensure you are using emails in the most efficient way for 2016:

- Stop cc'ing people into emails unless they absolutely have to know about something. Encourage other colleagues and contacts to do the same, as this will cut back on the number you receive.
- Don't email when you can walk over and discuss something.
- Look over your inbox before opening any emails - prioritise the most important and leave the rest for when you have more time.
- Dump anything that looks like spam without opening it - if it's important, they will get back to you.
- Let the recipient know how important your email is so that they will prioritise it.
- Use subject lines that focus the reader's attention.
- If you're a boss, try to stop sending emails after 6pm. It suggests to your team that you expect them to be reading work emails late into the evening. If you need to get something out of your head and on to paper, use the 'delayed send' function on your email.



FOR THOUSANDS MORE JOBS FROM **FISH4JOBS** GO TO mirror.co.uk/jobs