MANAGE YOUR EMAIL

As a college student, you get a lot of emails! Use these tips to manage your inbox, save time, and reduce stress.

GET ORGANIZED

Find a system to organize your email that works for you! You may choose to create labels in your Hawkmail account to organize by class or by the required response. There are a number of ways you can manage your inbox to make it work for you!

Option 1

BIO201	ANT214
SOC100	SPA101
ENG170	Work

Option 2

Inbox: Requires an immediate response

To-Do: Includes a task that needs to be completed (e.g. make appointment with advisor)

Information to Keep: Includes reminders about upcoming events or activities

When Time: Things that do not require a response, but you may want to revisit

SCHEDULE TIME

Schedule time (15-30 minutes) 2-3 times per day to check and respond to your emails. Checking your email constantly can be stressful and make the task seem unmanageable. You may also want to designate an hour each week where you review, delete, and archive emails.

CREATE TASKS
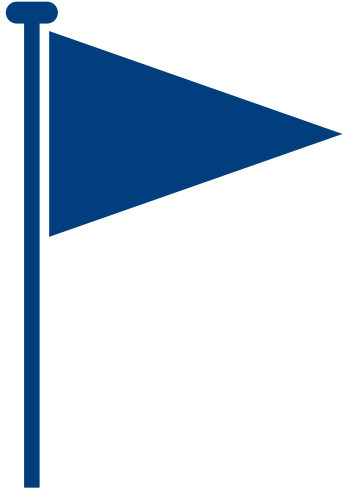
You can flag emails as a task and then remove them from your inbox. When you flag an item as a task, you can add them to your to-do list or create events on your calendar. Once flagged, you can click the flag and it will have a link to the original email. If you can do something in just a few minutes, you may not want to create a flag and just handle it immediately to limit your task follow-up at a later time.

FOCUS YOUR TIME

You can turn of your email notifications when you need to focus on other activities. If you are taking a test, participating in an online lecture, or writing a paper, email notifications can be distracting. Shut off the notifications so you can focus your time on the other task.
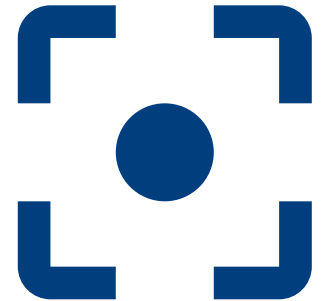
USE FILTERS

You can set filters in your email to help organize your email automatically. For example, you could create rules for emails you get from stores, from Blackboard, and from your boss to go to specific folders. Just make sure to check all your folders for new messages if you choose to create rules. You may find it helpful to filter "junk" mail from retailers into folders to keep your main inbox clear.