

PER MY LAST EMAIL . . .

GENERATION Z

The generation born between roughly 1995 and 2010, Generation Z is described as technology and social media savvy. They have always had access to the internet and/or smart phone technology during their development, and are also known as “Digital Natives.”

INBOX ZERO

Inbox Zero is a term coined by Merlin Mann in 2006 focused on approaching your email management so that you have zero emails in your inbox at the end of each and every day.

STRATEGIES

Email Bankruptcy

Archive your entire inbox that is older than 1 week. You can search the archives later in case there was something important you missed. **DO NOT DO THIS MORE THAN ONCE!**

Folder Systems

Organize emails as they come in and are answered by moving them to folders once complete. This makes it easy to retrieve emails later as needed and clears your inbox for only things that need a response or action. Folder ideas can include student folders by student last name initial, degree programs, NACADA, Orientation, Graduation, etc. You can create “Rules” in settings to automatically file emails (like from liservs) into these folders to keep them out of your inbox and stored to read later.

The One Minute Rule

If you can answer it in about a minute, do it right away. This can be done in between appointments, during gaps in your schedule throughout the day, etc. Answer it. Move it to a folder. Done! Emails that need more time can be saved for designated email time or admin time on your calendar.

My Templates/Quick Parts

Create quick templates for those emails you write over and over again. You can paste the template into the body of an email, make little edits as needed, and send (i.e. registration information, process information like grade replacement, scheduling an appointment, etc.).

- On Microsoft365Online: New Message > click the ... dots to the right of the “send” and “discard” buttons > My Templates > + Template. You can go back and insert these templates from this screen and edit as needed.
- On Microsoft Outlook: New Email > Type your message > Highlight it > Select “Insert” at the top of the message > Select “Quick Parts” > Save Selection to Quick Part Gallery. You can go back and insert these templates from this screen and edit as needed.

“Smarter” Email

Whenever possible, keep emails to around 5 sentences or less for ease of access on smart phones. This forces you to be succinct. Include images, screenshots, and links to instructional videos rather than typing out instructions.

THREE STRATEGIES I CAN IMPLEMENT THIS WEEK ARE:

WHAT POTENTIAL BARRIERS MIGHT I FACE? HOW CAN I ADDRESS THESE AHEAD OF TIME?

WHAT OTHER IDEAS HAVE YOU USED FOR EMAIL MANAGEMENT THAT YOU CAN ADD TO YOUR INBOX ZERO TOOLKIT?

WHO ELSE CAN YOU INCLUDE IN THIS PROCESS?

SOURCES AND ADDITIONAL RESOURCES

Generation Z Goes to College by Corey Seemiller and Meghan Grace: A deep dive text into qualitative survey and quantitative research data on Generation Z's approach to college.

43folders.com/izero: Website hosted by Merlin Mann, the originator of Inbox Zero. The website has a whole host of related articles and posts in the Inbox Zero series with additional email management tips.

The Productivity Show: A weekly podcast series covering topics like email management, procrastination, calendar systems, goal setting, and all things productivity.