Per My Last Email . . .

Zero Inbox Advising

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Objectives:
By the end of the presentation today, you will:

1. Understand more about email as it relates to the current generation of college students.

2. Learn about "Inbox Zero" and effective email management strategies.

3. Discuss email management strategies you can best implement in your role.
Today's College Students

Generation Z and Online Learners.
Email as an Advising Tool

Reframing our perspective on email.
“Clearly, the problem of email overload is taking a toll on all our time, productivity, and sanity, mainly because most of us lack a cohesive system for processing our messages and converting them into appropriate actions as quickly as possible.” - Merlin Mann
Strategy I: Email Bankruptcy
Strategy II: Folder Systems
Strategy III: The One Minute Rule
Strategy IV: My Templates
Strategy V: Smarter Email
Discussion
Final Thoughts
Questions?