



7 Ways to Reduce the Volume of Email You Receive

- 1. Stop cc'ing and bcc'ing others. Lead by example – when you stop doing it, others will stop cc'ing and bcc'ing you!***
- 2. Think before you reply – does this email NEED to be sent? The less you send, the less you will receive.*
- 3. Be clear when requesting actions. Identify WHAT you want done by WHEN. This will minimize emails back requesting further explanation.***
- 4. Use email to **confirm** discussions not as a THE method of discussion.*
- 5. Encourage others to arrange a meeting or call to discuss needs rather than emailing ad hoc.***
- 6. Use Rules in Email to sort and filter messages you are cc'd or bcc'd on.*
- 7. Minimise who you give your email address to – ask why they want it.***

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