

## 7 Tips To Reduce Your Christmas Email Stress

*Having time off over Christmas?*

*Here are some suggestions to help avoid Christmas/New Year email stress.*

### 1. **Out of Office**

***If your business runs a server you can use the out of office assistant often found through the tools option on the menu bar. It can be customised to let senders know that you are on leave and who will be looking after things in your absence. Many systems also allow you to specify different messages for specific senders. If you need assistance use the help option on the menu of your email software and type in Out of Office. For those on a MAC, rules are also available in most email packages and help can also be accessed via the application's Help menu.***

***If you are a soloist, check with your ISP about getting webmail access (if you don't already have it) and whether you can create a rule to let senders know you won't be checking emails.***

### 2. **Reducing Email Received**

*If your business runs on a server, reduce the volume of email you have when you return by letting people know who will be handling your work whilst you are away within the Out of Office message.*

*If you are a soloist, let clients and prospects know in advance the dates your business will be closed for the Christmas break.*

### 3. **Check your work emails from home by setting a Rule in email to forward messages to your personal email account.**

***If your business runs on a server, this can generally be done via Rules in most email packages – this applies to PC & MAC users.***

***If you are a soloist, check with your ISP about webmail access. This will allow you to go to an internet café and check your emails in between cocktails and swimming ☺***

### 4. ***In the weeks leading up to Christmas, commit to 15 minutes uninterrupted per week to delete messages and tidy up your email.***

### 5. **Archive older mail that you need to keep but don't need to access everyday.**

***If your business runs on a server, consider archiving to a network driver or CD.***

***For soloists, consider archiving to CD, external drive or C drive (if you do archive to C, don't forget to back it up!)***

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6. *Regularly empty your deleted items bin – this may not be happening automatically!*
  7. ***Use flags and reminders as prompts on items that need to be completed before Xmas.***

***Most email applications have a flagging option available directly from the Inbox. Don't forget you can also flag SENT messages to remind you to follow up!***

*By taking a few simple steps in the coming weeks, hopefully you will avoid the stress associated with emails needing action before Christmas, end of calendar year or annual leave.*

*Wishing you and your family a safe and relaxing Christmas and New Year period from Donna and her team at Prime Solutions Training & Consulting Pty Ltd.*

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*Donna Hanson specialises in computer and technology related education for home, business and corporate computer users. Her company Prime Solutions Training & Consulting provides customised computer training solutions, and resources to assist in helping users understand and increase their knowledge of computer related technology. Donna is also available to provide keynote presentations for conferences or events.*

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