

10 Tips and Ideas for Emailing and Managing the Inbox for Teachers

1) Keep your email inbox decluttered by deleting unwanted emails.

2) Create folders to keep only important and necessary emails, deleting or archiving all others.

3) Keep only emails in the inbox that need to be dealt with or responded to within 1 week or less.

4) Give yourself a maximum of 48 hours to respond to emails you need to reply to.

5) Open your email inbox to read and respond only 2 to 3 times daily.

6) If a response to an email can be made within 2 or 3 minutes, respond immediately.

7) Ensure that you write and respond professionally.

8) Respond to emails only when you are calm and collected - not when you are stressed or upset.

9) Emails that are critical can be printed or starred to make sure they are dealt with promptly.

10) Be decisive about your emails; either delegate, respond, or delete.