Managing Email

Use tags and folders
Next actions
act now
read/review
Reference
by project
Reservations: also in cal

1. Assess
2. Decide
3. Act

Email
Meeting
Drop in
Directive
Phone

Tactics - details of processes for strategies

Plan

Strategies - methods for attaining goals

Priorities

Not actionable
Store

Actionable
Defer until later (calendar)
Delegate (and follow)
Do it (less than 2 min)

important, urgent?

Time Management Basics
1. Get tasks and deadlines out of your head (and into a system)
2. Assess and prioritize tasks
3. Manage scheduled vs unscheduled work
4. Review tasks and projects regularly
5. Maintain discipline for managing projects and tasks
6. And, the best system is one you use

Ron Sakaguchi, sakaguch@ohsu.edu
Division of Management, OHSU, 2013