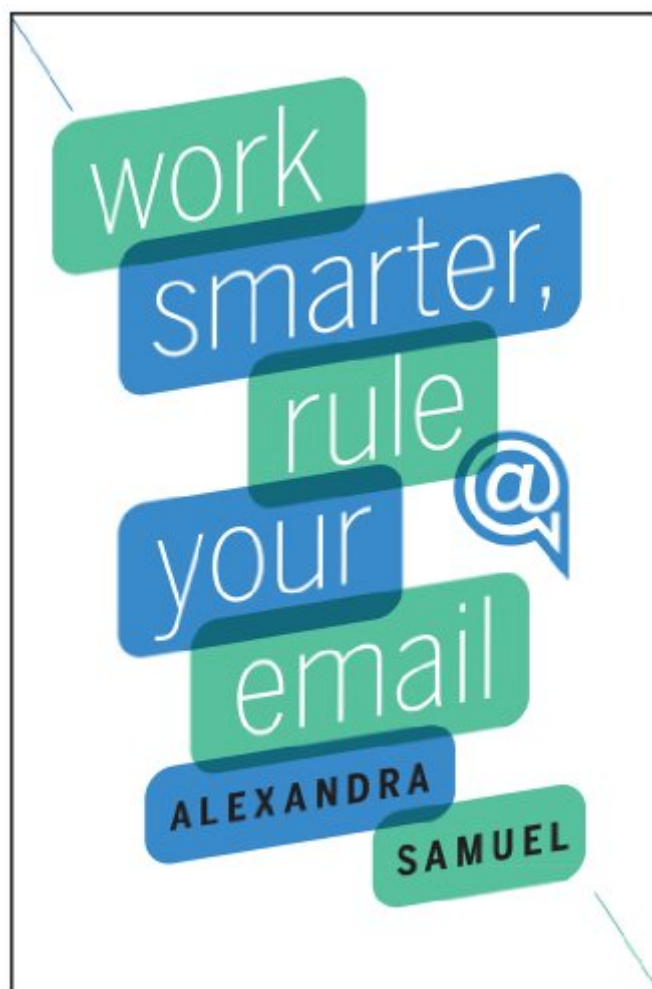


The book was found

# Work Smarter, Rule Your Email



## Synopsis

If you're looking for a way to more effectively manage your inbox, your email program's built-in filtering tools can do a lot of the heavy lifting; and this short book by social media expert Alexandra Samuel shows you how to set them up. Samuel walks you through tools and tips for:

- Using your email program's filing and rules capabilities to allow you to focus on the messages that matter most right away while automatically storing others you want to read and respond to later;
- Creating a daily process for checking your email that works for you; and eliminates the temptation to respond to every message as it comes in;
- Working through a backlog of messages that have already accumulated. By reducing the amount of time you spend on email, you'll be able to focus your time and attention on the work that matters most to you.

The book also includes a 30-minute quick guide to setting up your first email filter, getting you on your way to a cleaner, more manageable inbox. Interested in learning more about how social media can help you get ahead of your daily work; and get ahead in your career? Look for more in this series of short, digital books from Harvard Business Review Press and social media expert Alexandra Samuel. Other installments provide the best tips and tricks for using tools like Evernote, Twitter, HootSuite, and Gmail to get organized and improve your performance on the job.

## Book Information

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## Customer Reviews

If you are an even moderate user of Outlook this does not offer anything that I haven't read before. It is too basic for someone in the corporate environment. This is good advice for managing your personal email but not really useful as the rules I have now far exceed what this book has to offer. I felt it was a plug for Gmail.

Short and to the point. That's how I can describe this short little ebook. It's a productivity guide for people who send and receive emails for work or play. The Introduction tells you about the two chapters and an Appendix to come. So when you get to Chapter 1 (Stemming the Email Tide with Rules and Filters) you know pretty much what to expect. And after you are done reading that chapter you are all ready for Chapter 2 (Processing Your Email). So the booklet provides the reader with a way to systematize the email program that handles the incoming and outgoing emails, and then tells the user how to systematize their efforts in using the filtered and sorted emails so time is not wasted too much. In my humble opinion what the book offer is a good approach to handling your onslaught of emails on a daily basis. But it is certainly customizable to any way you want it to work. Don't expect a tutorial on how to set up a specific email system, though, i.e., Gmail, Yahoo!, or Outlook. It'll be your job to take what you can from this book and apply it to the email program or programs you use. 5 stars!

For me, I had been searching for a simple book with just helpful tips and no fluff that would help me get me email under control and how to make the tasks of reading, sorting and replying to emails faster, easier and productive! This book has tips in it that I have already put into practice in making my email use so much more organized and productive etc. What I love about this book: + Table of Contents - Each Chapter has a Title and when pressed, it has a link so it brings me to the Chapter directly and I can read just the chapter that I want! + Sections/Chapters - There is a Introduction, TWO main chapters: 1) Stemming the Email Tide With Rules and Filters, 2) Processing Your Email, Conclusion, The Quick Thirty-Minute Email Setup, About The Author, Work Smarter with Social Media Series. + The TWO regular chapters, I found very useful to helping me organize my email, and filter the email. Highly suggest this book if you need to manage your email account more effectively!

I like the way Alexandra writes with practical, implementable solutions for busy people. As an international productivity expert I am always on the look out for brilliant solutions for my busy clients - I will definitely be recommending this resource to them. I loved the 30 minute clean up idea. Well done on another great book Alexandra.

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