

The #ShiftShow Episode 26 – Wrangling Your Inbox

Transcript

00:00:00 Joe

The shift show captain's log. Episode 26. In today's episode, Dwayne and Joe tackled the trouble of Tribbles overrunning your inbox.

00:00:09 Joe

You may have heard of the premise of zero inbox and how it can save you time and lost productivity.

00:00:14 Joe

Learn a few methods they use to make their inbox or productivity tool and not a brain drain of time and tribbles.

00:00:20 Joe

Computer set phaser array to sweep mode.

00:00:42 Dewayne

Hey buddy, how you doing?

00:00:45 Joe

Hey I'm doing.

00:00:45 Joe

I'm doing really well.

00:00:48 Joe

Holiday spirit actually almost here down in Florida it was.

00:00:51 Joe

It was pretty chilly this morning so.

00:00:53 Dewayne

Dude, it was 36 this morning and I know I'm I don't know where other people who who listen to this are from. But for us that's terrible.

00:01:06 Dewayne

It was very cold, did not expect that.

00:01:09 Dewayne

Yeah, I mean I should have expected it because we have technology that tells you that that's coming, but we're paying attention.

00:01:09

That's not.

00:01:13 Joe

It does, but getting prepared for it.

00:01:16 Joe

It was a little chilly getting up this morning and heading out.

00:01:19 Joe

For a little bit, but hey, good for good for the spirits, good for getting some blood flow going.

00:01:26 Dewayne

Your runner, so when you go out in the morning and it's 36, do you like run faster to get the run over? Like how? How does that work or do?

00:01:33 Dewayne

You just catch over, throw me or what?

00:01:33 Joe

You know, I I I, I don't want to see what I look like when I first start running cause I think I look like.

00:01:38 Joe

I'm running really, really cold.

00:01:40 Joe

Think I'm how do you?

00:01:42 Joe

I'm like hopping along.

00:01:44 Joe

I don't know you like my hands are like shoved into my my arm and my arms of my shirt.

00:01:49

Lips are.

00:01:49 Joe

Yes, yes.

00:01:52 Dewayne

People from outside Florida are like these guys are idiots like 36 is.

00:01:52 Joe

You can't tell who I.

00:01:55 Joe

Not cold back.

00:01:56 Dewayne

Like I was on a phone call with somebody or online meeting thing and they were from Calgary and I.

00:02:03 Dewayne

Was like where is that?

00:02:04 Dewayne

I'm not super cultured and apparently it's in, it's in Canada and he said it was minus 20 and I was like what?

00:02:06 Joe

Great white what?

00:02:13 Dewayne

Does that even mean humans are not supposed to live in places where the air hurts you like I'm heading?

00:02:24 Joe

I'm heading up to Niagara Falls area between the holidays, so I I guess this is helping me start to get prepared slightly.

00:02:31 Dewayne

So yeah, you gotta condition yourself.

00:02:32 Joe

Looking forward to that.

00:02:33 Dewayne

Go stand outside in your shorts.

00:02:37 Dewayne

They can ice bath anyway.

00:02:41 Dewayne

We're getting derailed already.

00:02:44 Dewayne

Today's episode is a result of.

00:02:48 Dewayne

Me going down a rabbit hole.

00:02:50 Dewayne

Been down any.

00:02:51 Dewayne

Good rabbit holes lately.

00:02:53 Joe

Yeah, that's pretty much.

00:02:56 Joe

You know I said emails at 2:00 AM so.

00:02:59 Dewayne

I ran across this blog by a really interesting dude at Microsoft named JD Meyer and the blog was.

00:03:08 Dewayne

How I kept?

00:03:10 Dewayne

A zero inbox for 25 years working at Microsoft.

00:03:15 Dewayne

And it kind of got me thinking.

00:03:19 Dewayne

You know, is rough.

00:03:21 Dewayne

You know there's a lot of it, and there's two different mentalities that I've heard.

00:03:26 Dewayne

There's pilers and there's filers, and you've heard that.

00:03:32 Dewayne

You know, contrast before I guess.

00:03:33 Joe

Oh, yeah, definitely, yeah, definitely yeah.

00:03:36 Joe

Where you know everything lives in one place, maybe you're you're relying on search and then sometimes maybe you like.

00:03:44 Joe

To file things away in a in a several dozen folders and still go search for it.

00:03:50 Joe

Yeah, managing e-mail.

00:03:54 Joe

Learning how to do that really well can save you know, could save a couple hours a day.

00:04:00 Joe

Depending on your load and the type of mail coming in so it can be a pretty key factor on some productivity.

00:04:08 Joe

How you're, you know, keeping your mind fresh.

00:04:11 Joe

Just having to live inside of there.

00:04:13 Joe

So yeah, thinking about how to how to get to.

00:04:15 Joe

That zero inbox.

00:04:17 Joe

Is is something that can be helpful?

00:04:19 Joe

Something to drive towards, but I don't.

00:04:21 Joe

I don't think you have to kind of kill yourself over it, but but thinking about how to how to get there and the concepts around it I think is important.

00:04:28 Dewayne

Yeah, yeah, the mind thing was where I.

00:04:31 Dewayne

Struggle, you know.

00:04:32 Dewayne

So I think I think what we're going to do is, I guess back up just a second.

00:04:41 Dewayne

So I sent you that blog a while ago.

00:04:44 Dewayne

I can't remember a month ago, two months ago something like that and I started.

00:04:49 Dewayne

Experimenting with some of the some of the things that the blog suggested that you.

00:04:54 Dewayne

Could do and I started trying to implement them on my corporate mailbox that has tons of mail in it like we're.

00:05:04 Dewayne

We're in, you know, lists that get automated reporting and you know all kinds of stuff, and so it's it's not.

00:05:13 Dewayne

It's not ridiculous to think that like in a week, we're gonna get a few 1000 emails from automated systems and it's just.

00:05:20 Dewayne

It's a lot, so filtering through that stuff.

00:05:24 Dewayne

To try to actually get to the items that require your attention.

00:05:28 Dewayne

And then rapidly making decisions on what to do with those items and then kind of treating them like tasks in a in a planner plan or something like that.

00:05:41 Dewayne

And so I sent you.

00:05:42 Dewayne

I've been sending you constantly like.

00:05:44 Dewayne

Hey I just.

00:05:45 Dewayne

Did this hey I just tried that and so you've been doing some of these things for a while now and I'm obviously late to the party, but I thought we would go through some of the things that we're doing and that I've just recently learned how to do on managing your inbox so that you don't feel.

00:06:01 Dewayne

Overwhelmed so that you're, you know mentally, in a healthier state and you could be?

00:06:08 Dewayne

More more productive, I think, what do you what?

00:06:10 Joe

Do you think, yeah, I think that would be let's let's do that I.

00:06:15 Joe

I have been, my mailbox is like 15 years old so it it has probably had a good amount of opportunity for my e-mail to be out there on the interwebs.

00:06:31 Joe

Sign up for.

00:06:33 Joe

Vendor information listserves.

00:06:36 Joe

Just tons and tons of stuff and it can just be seriously overwhelming for sure.

00:06:43 Joe

I I would say I'm the filer kind of person so I definitely have a lot of folders.

00:06:51 Joe

The way I'm using outlook using exchange online, so my rules a rule set.

00:06:56 Joe

I've got a lot of rules.

00:06:58 Joe

But that's who I am.

00:06:59 Joe

It's OK, but I.

00:07:00 Joe

Would say a few.

00:07:01 Joe

Key ones that we're going to talk about really help facilitate this.

00:07:06 Joe

This zero inbox rule so.

00:07:09 Joe

I like to separate kind of by audience or by by my my customer who who do I need to help kind of with most often and.

00:07:20 Joe

And I like to break my e-mail out, kind of.

00:07:22 Joe

That way, and a lot of that is done, you know, through through rules.

00:07:27 Joe

They're around, you know.

00:07:28 Joe

Am I on the two line?

00:07:30 Joe

Is this coming from my teammates?

00:07:32 Joe

Is this coming from the primary college I support?

00:07:37 Joe

Is this coming from?

00:07:38 Joe

External, can I tell it that it's a listserv coming from external outside?

00:07:46 Joe

Or is it just coming from someone?

00:07:48 Joe

Just generally, you know, asking me a question externally, those kind of things.

00:07:51 Joe

So those are some of the main key rules in ways I like to break my mail.

00:07:58 Joe

I'm in a lot of listservs and things like that.

00:08:00 Joe

I'd like to separate those so I'll have a.

00:08:01 Joe

I'll have a rule per listserv, maybe into a separate folder, but it's really about those.

00:08:08 Joe

You know, those aren't people I serve and those aren't my customers.

00:08:11 Joe

But those key ones are the.

00:08:12 Joe

Ones I focus on.

00:08:15 Dewayne

I'm going to take what you said and divide it into 22 parts. The first part that you that you said that I think is it's not a technical.

00:08:26 Dewayne

Problem, it's just a world problem is that your e-mail is old and it's been out there for a long time and you are probably on several automated product subscription updates or vendor lists or or whatever, right?

00:08:45 Dewayne

And so I think before we even get into the technical stuff, it's probably a good idea to just take an hour of your day and sit down and scroll through your inbox and find anything that is an automated.

00:08:57 Dewayne

You know mailing list kind of thing that you don't read and click the unsubscribe button.

00:09:03 Dewayne

You know go ahead and stop it at the source and give yourself.

00:09:08 Dewayne

Like I said, it takes.

00:09:09 Dewayne

I've done this a couple of Times Now.

00:09:11 Dewayne

It takes a while because every single one of those things has a different like unregistred action system.

00:09:16 Dewayne

You know, it's like, why do you want to leave?

00:09:18 Dewayne

This, Are you sure you want to opt out of everything you know?

00:09:20 Dewayne

Click here or type here to make you know sign this thing but but make the effort to go through and unsubscribe from the things that you legitimately.

00:09:30 Dewayne

You don't need that way.

00:09:32 Dewayne

They're not even coming into your inbox on.

00:09:33 Joe

The first place that's for Inbox Zero and where kind of where that was coined.

00:09:42 Joe

There is a gentleman Merlin man that came up with Inbox 0 productivity expert and that's kind of the first of five steps.

00:09:49 Joe

There's a deletion.

00:09:50 Joe

Step like what are you going to do with this mail coming in is delete.

00:09:54 Joe

And I.

00:09:54 Joe

Think also around that delete is reduce the need to delete and like you're saying is just get off of lists that you really you got on there because you know you were.

00:10:05 Joe

You're investigating some new software, you're investigating some new service or something like that you can.

00:10:12 Joe

Get yourself off of those.

00:10:13 Joe

You don't have to delete them anymore, not spend time.

00:10:17 Dewayne

I mean, it sounds kind of silly, but it really is the 1st.

00:10:20 Dewayne

Thing to do?

00:10:21 Dewayne

You know it's the like you said if you're gonna.

00:10:23 Joe

Know your enemy, know your.

00:10:24 Dewayne

Yeah, no, you're enemy.

00:10:25 Dewayne

If you're gonna delete it as soon as you look at it, then why should you get it again?

00:10:32 Dewayne

You know, like, think about that in your mind and and kind of evaluate that mail.

00:10:36 Dewayne

Is there anything that you look at that?

00:10:38 Dewayne

Comes from that source that you that you need to keep.

00:10:41 Dewayne

And if the answer is no, you should probably unsubscribe from.

00:10:45 Dewayne

The second thing that you touched on is rules. So let's go back to the basics here and tell me tell me what a rule is. Let's just start. Let's let's pretend somebody's never seen e-mail before like what is.

00:10:57 Dewayne

What is a rule going to get me?

00:10:58 Dewayne

What's it going to do for me and like?

00:11:00 Dewayne

Where would I start playing with them?

00:11:03 Joe

So a a rule is sort of a workflow for that e-mail when it when it hits your inbox.

00:11:09 Joe

So the e-mail comes in, hits your inbox and there's some attributes on that.

00:11:14 Joe

Who is it from?

00:11:15 Joe

Who is it sent to?

00:11:17 Joe

The subject line.

00:11:18 Joe

What's in the box?

00:11:20 Joe

And a rule is taking.

00:11:22 Joe

That mail that has come in and performing some actions on it.

00:11:27 Joe

So you sort of have to have a trigger that starts it.

00:11:31 Joe

So you can.

00:11:31 Joe

Say this e-mail came from my from my boss.

00:11:36 Joe

It came from this specific e-mail address.

00:11:39 Joe

And then I can go do something.

00:11:40 Joe

To it.

00:11:42 Joe

I could move it to a folder I could.

00:11:45 Joe

Tag it with a category.

00:11:47 Joe

I could give it a color coding.

00:11:51 Joe

I could, you know there's there's a bunch of things you could do with that when you look at a rule set and the options in in your outlook program or whatever e-mail program you're using, they all have a rule system of some sort nowadays.

00:12:07 Joe

That's kind of what those rules are, and they can work in a specific order, so they'll when you start adding a few rules, they're kind of work.

00:12:15 Joe

Top down, your first one is going to run first and it can cycle through all your rules until it gets through potentially filtered through each rule set if necessary.

00:12:29 Dewayne

So for our folks out there that are using outlook, I'm going to suggest to you to head over to office.com.

00:12:38 Dewayne

And click on the outlook icon.

00:12:40 Dewayne

Or if you want to go to it directly, it's outlook dot office.

00:12:43 Dewayne

Dot com and when you're looking at your mailbox at the top right, you'll see a little cog, a little gear thing, and when you click that towards the bottom you'll see view all outlook settings.

00:12:55 Dewayne

And that it's kind of like your your main settings menu for the web version of Outlook and this is no app on your computer, just using the browser and in there you'll see rules.

00:13:04 Dewayne

And that's where Joe's talking about. You can start experimenting and playing with you know it came from this one particular address. I want to move it to this particular folder.

00:13:15 Dewayne

And that's how you start getting into that.

00:13:18 Dewayne

The I guess, kind of the filer mentality you know of.

00:13:21 Dewayne

I want to make sure that these these are going to the appropriate filing cabinet of my of my mailbox.

00:13:29 Joe

There's one thing I wanted to follow up on that real quick, and that is something that is really.

00:13:32 Joe

Really cool is sweep.

00:13:35 Joe

And when you were talking about.

00:13:36 Dewayne

Oh gosh, it's so good.

00:13:37 Joe

Awaited a way to.

00:13:38 Joe

Delete things like this thing I I just.

00:13:41 Joe

I never look at it and I want it gone just opening up the sweep feature gives you an idea of the concept of some of the rules.

00:13:52 Joe

That's a quick.

00:13:52 Dewayne

And the sweet thing is, only online that it that the the magical sweep button is only available in that.

00:13:54 Joe

Yes, yeah, it's.

00:13:55 Joe

Our favorite place to go now.

00:13:59 Dewayne

Web version of Outlook.

00:14:00 Dewayne

So if you're looking at your desktop, you're not going to see it, but Joe's that on it is the coolest.

00:14:07 Dewayne

Like button, it's like I just want to nuke every single e-mail that ever came from this one address from my entire inbox with one.

00:14:16 Joe

Yeah, and and it'll keep running in the background is so cool it is amazing but I like it.

00:14:21 Joe

I said it gives you that quick view of what if you've never done rules, it gives you a quick view of what some concepts around what's possible.

00:14:29 Joe

And like you said, you you've kind of switched to it, I've switched to it using Outlook online, especially to do the rules.

00:14:36 Joe

It's really helpful because when you start doing rules, there's a chance you might encounter where very specific rules require your outlook client to be running.

00:14:46 Dewayne

On your computer.

00:14:47 Joe

On your computer, so you need that full client running.

00:14:52 Joe

Maybe maybe you need that in some particular cases, but I like to kind of avoid going down that kind of rabbit hole and requiring that, so I like to use Outlook online to kind of produce my.

00:15:02 Dewayne

Rules yeah, yeah, I always author.

00:15:06 Dewayne

My rules in outlook online that way.

00:15:09 Dewayne

I know that it's like the server quote UN quote server is doing it and not some computer application. You know on my desktop is doing it and what that means for you as a as a person like what that benefit is is it doesn't matter if you're looking at your e-mail on your phone. If you're looking at your e-mail on your computer, in the app, or if you're looking your e-mail.

00:15:32 Dewayne

In a web browser on any other computer in the world, those rules will always process.

00:15:38 Dewayne

For the mail gets to to you, which is which is.

00:15:42 Dewayne

That's what you want you you don't if if you've said I don't want to see this message, then you don't want to see it and wait on your computer to process it.

00:15:49 Dewayne

You know, like you, you want it to be instantaneous, and so authoring the rules through the through the Outlook Web client, I feel like is the is the best.

00:15:58 Dewayne

The best experience.

00:16:02 Dewayne

So that that you know what?

00:16:03 Dewayne

Are I guess I guess, let's go ahead and go back to sweep real quick because.

00:16:07 Dewayne

Sweep is a rule.

00:16:09 Dewayne

But it's kind of like a out-of-the-box like.

00:16:12 Dewayne

Hammer, you know?

00:16:15 Dewayne

For for messages that that you don't want and there's two different ways to run sweep.

00:16:21 Dewayne

Like you can select a message that's in your inbox that you're like.

00:16:25 Dewayne

I don't like this message or I don't need this message and not only do I not like it, I want to search and destroy every single instance of this message in my entire mailbox.

00:16:35 Dewayne

You can.

00:16:35 Dewayne

You can do that in one click.

00:16:39 Joe

If you're a.

00:16:39

That is.

00:16:39 Joe

Pack rat and you get close to your quota, it's.

00:16:40

Oh my gosh.

00:16:41 Joe

A great free up some space, yeah?

00:16:45 Dewayne

Yeah, sweet button.

00:16:46 Dewayne

Hands down one of the best things that Outlook online has.

00:16:50 Dewayne

It's it's.

00:16:51 Dewayne

It's a lot of fun.

00:16:53 Dewayne

But in addition to just saying, take everything that came from this mailbox and delete it.

00:16:58 Dewayne

You can also do some other interesting things like you can say only keep messages that are newer than 10 days from this address and if it's older than 10.

00:17:11 Dewayne

Days delete it.

00:17:13 Dewayne

That way you only have like, maybe you kind of need to pay attention to it, but you don't need to keep it forever.

00:17:19 Dewayne

You only have the most recent things that came from that address.

00:17:23 Dewayne

That is, that's a powerful rule.

00:17:27 Dewayne

That's a really powerful rule.

00:17:28 Joe

I think that's great for rules where you're getting or emails that you're getting that are some type of automated process, some type of reporting.

00:17:38 Joe

Where you don't, you don't need to keep a bunch of history, you just kind of need to know some recent information and you're constantly getting updated about some type of some type of data that's coming in.

00:17:50 Joe

That's that's a great way to just keep it stay up to date, not have to do the cleanup and let and let you know.

00:17:57 Joe

Let the cloud do it for you.

00:17:59 Dewayne

Yeah I love sweep.

00:18:00 Dewayne

Yeah, if you take anything away from this entire episode, it's go to Outlook online and go play with sweep.

00:18:07 Dewayne

I feel like it will make your life a whole lot easier.

00:18:12 Dewayne

Let's get into some of the custom rules that we're both using and one of them I credit to you.

00:18:20 Dewayne

But it's also on JD's blog and it is.

00:18:24 Dewayne

The very first.

00:18:27 Dewayne

Rule, so when you're looking at your rules, the one that's at the bottom is the one that's going to process last, I guess right?

00:18:35 Dewayne

So order from top to bottom so the last rule in my list.

00:18:39 Dewayne

Is a rule that I've specified where it says move every single thing that comes into my inbox into a folder called noise, and so I named it noise just because it could be anything.

00:18:55 Dewayne

It could be everything and anything and everything right?

00:18:58 Dewayne

So I have a subfolder in my mailbox.

00:19:00 Dewayne

Noise, every single e-mail that I receive goes to noise.

00:19:06 Dewayne

Unless I'm on the two line or I'm on the carbon copy line.

00:19:12 Dewayne

So that keeps my in my root inbox.

00:19:14 Dewayne

The thing that I see on my phone, you know the 1st.

00:19:18 Dewayne

That keeps it.

00:19:18 Dewayne

Very, very very trim.

00:19:21 Dewayne

And so if somebody needs me.

00:19:24 Dewayne

They're going to e-mail me directly and let's let's set it.

00:19:27 Dewayne

Let's throw something else out there while I'm on this rant.

00:19:30 Dewayne

If you need me email's not the way to get me right, if you need an immediate response, you should send me a chat message that's you know that that model is more designed for instantaneous response, or you should probably call me, you know, don't send me an e-mail.

00:19:51 Dewayne

That's an emergency, so I'm going to.

00:19:53

I I would.

00:19:53 Joe

Totally agree with that.

00:19:54 Joe

If the advent of chat that we use different platforms, there's going to be some other method that's that's more instantaneous, and that's where that that lives.

00:20:06 Joe

You know, I think we are at the point where that in should be the standard and if you are sending an e-mail, there's.

00:20:15 Joe

Not an expectation that there is going to be an immediate response, so if you're someone who is who is on chat and using chat.

00:20:25 Joe

You're getting emails that are coming in.

00:20:27 Joe

That also enables you to reduce the amount of time you're spending spending in your inbox.

00:20:32 Joe

The hope is that something that is immediately urgent isn't going to end up being there.

00:20:37 Joe

You've got to train a lot of people who are interfacing with you often, that that's how you operate.

00:20:43 Joe

Work, but hopefully overtime that reduces it one one other way to reduce diving into and e-mail emails for things that you can go work on when you want to at a specific time.

00:20:56 Dewayne

Yeah, you're never going to call the fire department by sending them an e-mail. You know you're never going to dial 911 with the e-mail.

00:21:05 Dewayne

Like if the server room is on fire and you need to says that man to come do something.

00:21:09 Dewayne

Email's, not the way to get their attention.

00:21:13 Joe

Or your supervisor needs you for something and they're sending you emails.

00:21:16 Joe

Well, that's where these rules come into play and you can take advantage of those in other different ways to help.

00:21:23 Joe

Help reduce that need to still dive into.

00:21:24 Joe

Your e-mail, yeah.

00:21:26 Dewayne

So I'm gonna I'm gonna recap real quick my base rule the one rule to rule them all is if it is.

00:21:35 Dewayne

Not to me, or carbon copied to me.

00:21:39 Dewayne

It's going to go to a folder that I'm going to handle later.

00:21:44 Dewayne

Anything that's in the in the inbox.

00:21:46 Dewayne

I have to be on the primary address line or carbon copied on.

00:21:51 Dewayne

It so that's my first tip on making sure that when you look at your inbox and you're kind of viewing it like these are things I need to do, these are all tasks that's kind of another mental shift I guess is.

00:22:03 Dewayne

Is start to treat emails like their tasks, not like their communications.

00:22:09 Dewayne

What is it I need to do with this?

00:22:11 Dewayne

Is it relevant to me?

00:22:12 Dewayne

Do I need to act on it?

00:22:13 Dewayne

Do I need to archive it?

00:22:14 Dewayne

Do I need to just get rid of it?

00:22:16 Dewayne

You know, those are the questions you start asking yourself as you start processing that that.

00:22:20 Dewayne

Leaner inbox.

00:22:22 Joe

Yeah, that's that's is.

00:22:23 Joe

That's same thing with my my last final rule is basically pushing mail that's not been sent to me or CC into a folder called, not direct to me.

00:22:35 Joe

And that's that's a again.

00:22:38 Joe

I think that's been really helpful to clear up things that are more important are for me are staying in my inbox.

00:22:48 Joe

And one way to kind of triage that.

00:22:53 Dewayne

Are you an extension agent just getting started with teams?

00:22:56 Dewayne

Or maybe you're experienced, but you're looking to improve your digital cloud skill set.

00:23:01 Dewayne

Are you an IT pro supporting extension programs at your university?

00:23:05 Dewayne

Well, you're invited to join us in a community working to empower extension agents and their support staff to scale up and learn together.

00:23:13 Dewayne

If you're interested, visit [AKA dot Ms forward slash](https://aka.ms/forward/slash).

00:23:17 Dewayne

Join Cloudy County to sign up and join us for monthly training sessions and open discussion with your hosts of the shift show cloudy county extension.

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00:23:33 Dewayne

The next thing that I do with the folders that now I've I'm I'm sorry with the emails that are now left in my inbox is.

00:23:41 Dewayne

I've come to.

00:23:42 Dewayne

I've come to like Outlook category.

00:23:44 Dewayne

Stories, I've noticed that I'm kind of visual like I can pick things up really quickly based on what they look like.

00:23:52 Dewayne

If I'm looking for a particular color tab, or you know teams, if you set the team icon, I can recognize the icon quicker than I can read all the team names you know.

00:24:02 Dewayne

So I know, right?

00:24:03 Dewayne

What picture I want.

00:24:04 Dewayne

To go to.

00:24:05 Dewayne

So kind of realizing that that's I guess how my brain works.

00:24:09 Dewayne

I don't know.

00:24:10 Dewayne

I started using categories with the things that were left.

00:24:15 Dewayne

In that inbox, and so I assign a category.

00:24:19 Dewayne

To the e-mail if it's set to me and I color code it and I have another rule that's if I'm CC D on it, that's a different color, and those colors are very different.

00:24:30 Dewayne

So now when I look through my inbox, it's like, oh, that's red.

00:24:34 Dewayne

That was to me.

00:24:35 Dewayne

I should probably look at that one first.

00:24:37 Dewayne

Or that one is blue that was a carbon copy.

00:24:42 Dewayne

So somebody just brought me in for awareness of something that's going on.

00:24:45 Dewayne

And I probably don't need to act on it, you know?

00:24:48 Dewayne

Right away.

00:24:49 Dewayne

So I like those a lot because I like I said I'm visual.

00:24:52 Dewayne

So if you're a visual person, try out categories, but that's another rule that you can create same kind of deal where in the rule editor you say if I'm on the two line categories categorize this e-mail and then pick the color that you that you want to choose for it and you can even name.

00:25:10 Dewayne

The category.

00:25:14 Joe

Are you able to go back and maybe sort on those?

00:25:17 Joe

Or search on that category and pull?

00:25:18 Joe

You know?

00:25:19 Joe

Basically, give yourself a view of just just those.

00:25:23 Dewayne

You can do some filtering and stuff, which honestly I don't.

00:25:25 Joe

OK, cool.

00:25:27 Dewayne

I don't do a lot of that now.

00:25:30 Dewayne

I really like search and you know that piler mentality.

00:25:34 Dewayne

Part of me I guess, is like I, I can find it through the search box faster than I can actually locate it in a subfolder.

00:25:42 Dewayne

But yeah, I.

00:25:43 Dewayne

I think you can.

00:25:45 Dewayne

You can make some queries and some search folders and stuff for that.

00:25:51 Dewayne

One of the things that we talked about in a word that you used that I want to go back to is triage.

00:25:58 Dewayne

When you.

00:26:00 Dewayne

And you have stuff left in your inbox.

00:26:03 Dewayne

You can one again.

00:26:04 Dewayne

One of the things that the blog said.

00:26:05 Dewayne

I think he said I'm not going to spend more than 20 minutes a day.

00:26:09 Dewayne

Doing e-mail.

00:26:11 Dewayne

Which I thought was great.

00:26:12 Dewayne

I haven't gotten down to 20 minutes yet, but.

00:26:16 Dewayne

He had this this.

00:26:18 Dewayne

Idea of I'm going to look at my mail.

00:26:21 Dewayne

And I'm going to try to rapidly make decisions on what do I need to do.

00:26:25 Dewayne

With it

00:26:26 Dewayne

Do I need to keep it?

00:26:28 Dewayne

Do I need to delete it?

00:26:29 Dewayne

Do I need to archive it?

00:26:31 Dewayne

Do I need to follow up on it?

00:26:33 Dewayne

You know you come up, but you know, depending on your own personal workflow, you need to come up with some ideas like of how you work like is this.

00:26:40 Dewayne

Is this something I need to do?

00:26:41 Dewayne

But I can't do it yet, so it's on hold, you know, kind.

00:26:44 Dewayne

Of like a Kanban kind of workflow.

00:26:46 Dewayne

With your with your mailbox and I you use quick steps.

00:26:52 Joe

Yeah, I take advantage of quick steps for often is is pushing something with a quick step like into my calendar.

00:27:01 Joe

So that I get maybe there's a some task I need to do before we've gotten better with to do, and planner integrations with Outlook.

00:27:12 Joe

I would push those into my calendar and set a date.

00:27:16 Joe

On those, so that's what I've often been doing with a quick task.

00:27:19 Joe

Create a quick task that says to calendar.

00:27:23 Joe

And that'll take that body that message, stick it in my calendar and I'll, you know, apply a date on there to and maybe a a reminder a day before or something like that.

00:27:33 Joe

I can take advantage of that.

00:27:34 Joe

Something that I've I've been.

00:27:36 Joe

Doing for a long time.

00:27:39 Dewayne

So I I haven't.

00:27:40 Dewayne

Gotten I haven't graduated to that point yet.

00:27:44 Dewayne

But I like that, have you?

00:27:47 Dewayne

Have you had any success doing that with Outlook online?

00:27:52 Joe

Outlook online.

00:27:54 Joe

I haven't done that in no.

00:27:57 Dewayne

I think I tried.

00:27:58 Dewayne

It and it in in in.

00:28:01 Dewayne

Outlook for your desktop.

00:28:03 Dewayne

You can take an e-mail and just drag it right to the calendar icon you know and it prompts you to make an appointment out of it.

00:28:09 Dewayne

I haven't I.

00:28:10 Dewayne

Don't know, I don't know.

00:28:11 Dewayne

I have to keep digging a little bit, but I I think I ran into some some snags.

00:28:15 Dewayne

Trying to do that with Outlook online.

00:28:17 Joe

It's definitely something I'm used to using in the Outlook desktop app is where it's definitely easy to right click and capture the actions that you want to do on that e-mail.

00:28:32 Dewayne

Quick steps can have a.

00:28:36 Dewayne

Key binding attached to it so you can.

00:28:39 Dewayne

When you make that decision on this is something I need to follow up on.

00:28:44 Dewayne

You can use it like if you're a keyboard ninja, you can use a keyboard combination and you can throw that e-mail directly over to a subfolder called.

00:28:56 Dewayne

Follow up or needs attention or something like that and you can have that quick step do multiple things to that e-mail like you can have it.

00:29:05 Dewayne

One of the things that I do.

00:29:07 Dewayne

As I say, Mark it as unread.

00:29:09 Dewayne

That way I get the little number indicator next to the subfolder that I'm moving.

00:29:13 Dewayne

Into I have it move it into a subfolder called like follow up and then I have it flag it and flagging it makes it red, which I like because again I said I'm kind of visual.

00:29:25 Dewayne

But the other thing that that does is it makes it.

00:29:27 Dewayne

Show up in.

00:29:27 Dewayne

My Microsoft To Do List.

00:29:29 Dewayne

So if I'm using to do during the day to like manage my day-to-day tasks that I'm trying to get done, there's like this constant.

00:29:37 Dewayne

Reminder, like hey, there's that e-mail there.

00:29:39 Dewayne

You haven't done anything with yet, you know?

00:29:43 Dewayne

So if it's not something that I can tie a due date to it, where I can actually put it on the calendar?

00:29:49 Dewayne

And it's something I know, like I really need to get this done, but I can't do it right now that's.

00:29:54 Dewayne

A quick step that I like to use.

00:29:57 Joe

I like to also take advantage of and then.

00:30:00 Joe

This is something that's online is pinning that message and I will.

00:30:05 Joe

I will.

00:30:05 Joe

Sometimes I'll flag them if I know this is something that I'm working on.

00:30:11 Joe

For like the week I'm going to sometimes pin that it's got a little bit longer life to it.

00:30:16 Joe

I'll pin it to the top of that.

00:30:18 Joe

It'll it'll kind of float around at the top of the folder that it's in.

00:30:22 Joe

And that that's how that helps me remember that this is something that is important.

00:30:28 Joe

When I when I go back into that folder and look at it again.

00:30:32 Joe

I think something important for listeners to understand that we're.

00:30:35 Joe

Obviously we've been doing mail forever and ever and mailboxes forever and we've got different ways that we like to work.

00:30:40 Joe

There's not going to be a there's not a way to work, it's what?

00:30:44 Joe

Pick pick from the things we're talking about and see if there's a few of these that start helping you work smarter, faster, better.

00:30:51 Joe

But there's you know these are these are I don't know.

00:30:53 Joe

These are very personal things.

00:30:54 Joe

I think sometimes you get down to, so there's no one technique that works for you.

00:30:56 Dewayne

Oh yeah, yeah.

00:31:00 Dewayne

Yeah, this isn't a prescription.

00:31:02 Joe

Yeah, definitely no. Yeah these.

00:31:04 Joe

Are some possibilities that are that are out there?

00:31:04 Dewayne

We we were.

00:31:06 Dewayne

We were talking before the call that we understand in this episode as we go through this when we talk about.

00:31:12 Dewayne

These things that.

00:31:15 Dewayne

If you're an extension agent and your your clientele are all from outside your university, like they're all external, and so all the mail that you're that you're getting, that are probably things that you need to act on and make decisions and answer and and, and you know those types of things that are part of your extension life.

00:31:34 Dewayne

They're all coming from.

00:31:35 Dewayne

People who are outside your university, so these a lot of these rules might not apply exactly to that kind of scenario.

00:31:44 Dewayne

However, sweeping and flagging and moving and those types of things are all relevant.

00:31:50 Dewayne

So yeah, don't don't throw us out yet.

00:31:52 Dewayne

You know we've got more tricks up our sleeves.

00:31:57 Dewayne

Joe, you got any more tricks for sleep?

00:32:00 Joe

Well, I think going back to kind of a a bigger concept for for a minute step back a little bit is.

00:32:09 Joe

The the actions you're going to take upon these emails and going back to what Zero Inbox talks about, there's there's delete.

00:32:17 Joe

There's delegate, you can respond or you've got to defer, or you've got.

00:32:24 Joe

You know, and you're going to do one of those.

00:32:27 Joe

Do one of those four, those.

00:32:28 Joe

There's five.

00:32:29 Joe

There's delete in there we talked about earlier.

00:32:31 Joe

And how do you get through?

00:32:34 Joe

That set of options for that item.

00:32:37 Joe

Basically, pick one of those.

00:32:40 Joe

Move it to a folder so you're going to defer it and work on it later delegated forward it to someone who's actually the person who's responsible.

00:32:50 Joe

I know often we get emails.

00:32:53 Joe

That are destined for me.

00:32:54 Joe

There maybe a help desk person, a district tech for myself might be better and closer to the user and I'll get that over to them and defer that.

00:33:05 Joe

We're just, you know, you're in there.

00:33:07 Joe

Like you said, try to spend 20 minutes on it.

00:33:09 Joe

Can you respond like right now?

00:33:11 Joe

You know if you take.

00:33:14 Joe

A prescriptive approach to your e-mail.

00:33:16 Joe

You're going to take some time and say now I'm going to do my responses.

00:33:20 Joe

I'm going to.

00:33:20 Joe

I'm just going to go ahead and do my responses and get it out of there.

00:33:24 Joe

The one I like to think about right now is maybe the do part.

00:33:27 Joe

And that is basically create net for us right now.

00:33:31 Joe

I think for us is creating a task.

00:33:32 Joe

Go get that into.

00:33:35 Joe

It's maybe it's an e-mail that's generating a project, it's generating work the the work shouldn't be the e-mail the work should be.

00:33:42 Joe

What it the e-mail is asking about to get that into some other place.

00:33:46 Joe

Where you can.

00:33:50 Joe

You know, see a list of all those things set aside that you really need to go do work on.

00:33:55 Joe

And there's some great integrations that we have like you were talking about flagging goes into do.

00:34:02 Joe

You can get this into tasks.

00:34:04 Joe

The Todo app definitely take advantage of those, so again, those are some places that are.

00:34:09 Joe

You can check those off.

00:34:11 Joe

It feels really good to check off a task, but to you know, just to basically make an e-mail that's become unread if that's your method.

00:34:19 Joe

Now my unread message means I'm done with it.

00:34:24 Joe

You, there's better ways.

00:34:28 Dewayne

Yeah yeah yeah.

00:34:30 Dewayne

And I guess I should be clear with what I was saying earlier.

00:34:32 Dewayne

Is the treating an e-mail like it's a task is more of like a inside your head?

00:34:38 Dewayne

Change not a.

00:34:41 Dewayne

Outlook is the technology that you should be using to manage your tasks.

00:34:44 Dewayne

You know there's lots of things out there, like you said that that make task management a little bit more achievable.

00:34:53 Dewayne

I don't feel like Outlook is necessarily one of those.

00:34:56 Dewayne

It doesn't have a task thing in it, but I feel like to do is really.

00:35:01 Dewayne

You know, taking over that, that space when it comes to individual task management, and I used to do on a daily basis.

00:35:08 Dewayne

I like it like it quite a bit and I find flagging to just be a really easy way to.

00:35:15 Dewayne

To make that change of that item from just an incoming e-mail to.

00:35:19 Dewayne

Now something I have to get done in using that quick step of of move it to my follow up folder, mark it as unread and flag it all those things.

00:35:31 Dewayne

Make sure that I know like hey you got to do that.

00:35:34 Joe

And getting it over into do is when you're when you're done with that.

00:35:37 Joe

That kind of flows back into Outlook, so you you know you complete that task.

00:35:44 Joe

You basically unflagged it.

00:35:48 Joe

And that kind of will fall out of fall out of Outlook.

00:35:50 Joe

On the other side too, so you're not having to manage that in both places, really.

00:35:55 Dewayne

Yeah, definitely.

00:35:58 Dewayne

Another quick step that I like to do is.

00:36:03 Dewayne

Let's say let's say an e-mail comes in and I read it and I'm like OK I got.

00:36:08 Dewayne

It that was useful.

00:36:10 Dewayne

There's not anything for me to do.

00:36:12 Dewayne

But I don't wanna get rid of it because let's say there's an off chance that I need it later.

00:36:16 Dewayne

You know, like for reference, maybe I'm using the search function in Outlook and I want to find that e-mail that told me how to do the thing.

00:36:23 Dewayne

Or you know how to.

00:36:25 Dewayne

Link it that I need or something like.

00:36:28 Dewayne

You can archive it, and there's archive means a lot of different things.

00:36:34 Dewayne

It really depends on what your university or your employer is doing.

00:36:39 Dewayne

Archive could be creating a separate folder outside of your inbox called Archive Archive.

00:36:47 Dewayne

Could be a completely different mailbox that your employer has given you.

00:36:52 Dewayne

That's like hey, this is where you put all your old stuff.

00:36:55 Dewayne

So when I say archive.

00:36:58 Dewayne

I am simply talking about the action of taking an item in your mailbox and moving it somewhere else so that it's outside of your immediate vision, but you can still get to it later.

00:37:09 Dewayne

And so I have a quick step for that.

00:37:12 Dewayne

And my currently since it's still 2022. My archive folder is 2022 male.

00:37:21 Dewayne

And when I look at an e-mail like today and.

00:37:24 Dewayne

I'm like, hey, that.

00:37:25 Dewayne

Was that was good.

00:37:27 Dewayne

I don't want to get rid of this.

00:37:28 Dewayne

I have a quick step that's archived and it immediately takes that mail, marks it as read and moves it to my.

00:37:34 Dewayne

2022 folder.

00:37:36 Dewayne

January 1st

00:37:38 Dewayne

I'll go in and update that quick step and make it 2023 and I'll create a 2023 folder.

00:37:44 Dewayne

And for the.

00:37:44 Dewayne

Next 365 days I'll I'll.

00:37:46 Dewayne

I'll keep moving it there, and that keeps my primary mailbox super super lean.

00:37:54 Dewayne

You know doing that quick step?

00:37:56 Dewayne

I can highlight you know, 12 messages at the same time and quick step them all right into that archive folder and and kind of get them out of my immediate vision, but they're still there if I need them.

00:38:07 Joe

I I will probably do like every six months.

00:38:11 Joe

I do a sweep of of things that are left over and move them.

00:38:16 Joe

I've set a little reminder to do that.

00:38:18 Joe

I like that I like that concept because.

00:38:21 Joe

You already have.

00:38:23 Joe

Completed that work Oregon, you know that you want to maintain it.

00:38:27 Joe

Let's just let's when you first touch that e-mail, do it then.

00:38:31 Joe

I think that's the great.

00:38:32 Joe

That's the the concept there that you've got going on is is try to try to touch that e-mail one time put in the right place.

00:38:40 Joe

And get one of those five actions going.

00:38:43 Joe

Going on it that you need to that you need to perform.

00:38:46 Dewayne

Yeah, if it's still there I feel.

00:38:48 Dewayne

I feel like.

00:38:49 Dewayne

I've got a homework assignment due that I haven't done yet.

00:38:52 Dewayne

You know that feeling from school it's.

00:38:55 Dewayne

Like I need to get.

00:38:56 Dewayne

This done and so yeah, acting on it as soon as soon as I touch it I tried to go through those steps in my mind and decide what is the appropriate thing to do with this this task.

00:39:09 Dewayne

This mail that I just got and then have my quick steps and and whatnot configured.

00:39:15 Dewayne

Accordingly, or just match the delete button you know.

00:39:20 Joe

The key combination for that.

00:39:23 Dewayne

Yeah, it's one button.

00:39:26 Joe

I'm staring at my stream deck right now.

00:39:28 Joe

I'm thinking how many buttons can I can?

00:39:29 Joe

I have an outlook pad on there, just this all the key combinations.

00:39:31

Oh gosh.

00:39:33 Joe

What I need to?

00:39:34 Joe

Do right there.

00:39:36 Joe

Because I don't know if I remember them all but.

00:39:38 Joe

That's a great.

00:39:38 Dewayne

You know, that's one thing we should say real quick is the the desktop version of Outlook.

00:39:39

Great way to do that.

00:39:45 Dewayne

So when you're when you look at your mail, let me click on a on a mail in my mailbox here.

00:39:53 Dewayne

There's a little like lightning bolt icon that says quick steps and you can go into that and you can say manage quick steps and you can create your own customized like series of actions.

00:40:05 Dewayne

This is kind.

00:40:05 Dewayne

Of like a.

00:40:05 Dewayne

Rule, but it's a rule that you initiate.

00:40:09 Dewayne

On demand, you know this is what I want some.

00:40:12 Dewayne

This is what I want to do to this mail item, but I only want to do it when I say it should happen and you can assign keyboard shortcuts to that.

00:40:22 Dewayne

So I think that starts off with like control shift one I think is where you can start.

00:40:28 Dewayne

The online version of Outlook doesn't start with control shift one.

00:40:32 Dewayne

It starts with like 5 or 6 or something like that, so there's a little bit of a difference there.

00:40:39 Dewayne

But in the online version.

00:40:41 Dewayne

I think the way I saw it working was whatever the most recent quick step was that you did will show up directly on the toolbar in Outlook online.

00:40:53 Dewayne

So if you're like I'm looking at mine right now, and it says Archive 2022 inbox, that's the quick step that I use when I want something to get shipped off to that archive.

00:41:02 Dewayne

Mailbox I don't even.

00:41:03 Dewayne

Have to use a keyboard shortcut, it's just always there.

00:41:06 Dewayne

Because that's the last thing I did, so that's equally convenient.

00:41:10 Dewayne

You know, I think that again they, but the different experience both have their strengths, weaknesses.

00:41:14 Dewayne

I would try them both and and kind of see what you like.

00:41:19 Joe

If you are adventurous, you can even dive into power, automate and take it and have it you know point at your mailbox and look for very, very specific emails.

00:41:29 Joe

And do maybe do some other things that you.

00:41:33 Joe

Might need to do.

00:41:34 Joe

That's kind of outside of what a rule could do, even though you really have someone that you really, really need a VIP.

00:41:42 Joe

You could have a power automate flow set up that alerts you on your phone that there is this very, very special e-mail.

00:41:50 Joe

That you need to take advantage of or take, you know, go triage right away.

00:41:54 Joe

So if you want to get adventurous, you can even go down that route so.

00:41:59 Joe

There's a number of ways to manage your mail.

00:42:03 Joe

Some of those tools can be advanced and some are super easy and powerful like sweep.

00:42:10 Joe

There's a broad range available to you to, you know, take better care of your e-mail.

00:42:15 Joe

Take better care of your brain zero inbox.

00:42:19 Joe

I think what they try to go for is it may not be the 0 emails, but maybe the zero amount of of brain time you're having to spend in your mail.

00:42:31 Dewayne

I love sweep again, like if he.

00:42:34 Dewayne

If you haven't ever tried sweep and you're listening to this, you should definitely go look at your mailbox mailbox online and and try sweep.

00:42:44 Dewayne

It's it's so satisfying.

00:42:50 Dewayne

OK, the last thing that I'm going to talk about that I kind of referenced earlier.

00:42:55 Dewayne

From JD's blog he said something I'm paraphrasing. He said something along the lines of I.

00:43:01 Dewayne

Told my manager.

00:43:02 Dewayne

I'm not going to spend more than 20 minutes a day doing e-mail.

00:43:07 Dewayne

And I think his manager said something like good luck or something like that, but it sounds like he was very successful at at doing it, and so I tried to adopt.

00:43:18 Dewayne

As much as I could, that mindset of managing my male, how I see fit when I see fit.

00:43:27 Dewayne

Again, remembering if it's an emergency, you shouldn't be emailing me.

00:43:31 Dewayne

You should be calling me texting me, you know, setting off the bad signal.

00:43:34 Dewayne

Doing something like that?

00:43:36 Dewayne

So what I've done is I have set two recurring appointments on my calendar that are called e-mail triage and I've got one like mid morning and I've got another one mid afternoon.

00:43:52 Dewayne

And they're both 15 minutes apiece.

00:43:54 Dewayne

And that is me.

00:43:56 Dewayne

I have this really bad habit of leaving my outlook inbox up on a second monitor or on the side of my screen or something all day.

00:44:07 Dewayne

And it really turns into like this weird.

00:44:10 Dewayne

Productivity trap that you get sucked into instead of doing the thing that you were thinking about.

00:44:16 Dewayne

You see, you see something pop up in your inbox and your eyes go over there, and then you're done for you know you got sucked into it and now you're looking at that other thing instead of what you.

00:44:26 Dewayne

Originally thinking about.

00:44:28 Dewayne

So trying to move my e-mail management.

00:44:32 Dewayne

This is kind of a prescription I guess, and to prescribe time slots where it's like this is when I'm going to look at my mail and this is when I'm going to work on it.

00:44:40 Dewayne

Has helped me.

00:44:42 Dewayne

I'm getting there.

00:44:43 Dewayne

I'm I'm I'm I'll be honest I'm getting there I'm getting there I'm.

00:44:46 Joe

Trying I think it's important because we're I mean we're not getting paid to read our e-mail.

00:44:52 Joe

You know, we're not get that time is not.

00:44:55 Joe

It's the work that that has come into the e-mail that's important.

00:44:59 Joe

So like you said, that's great as you mid morning.

00:45:03 Joe

Sounds like you're take the work that shows up in your e-mail and get it into some other tool.

00:45:09 Joe

That's where you're spending your time working through it.

00:45:12 Joe

And they have those notifications and they just off to the side and you see a little pop up and you haven't set focus mode or something like.

00:45:21 Joe

That, and you're getting a little Ding that will obviously distract you.

00:45:27 Joe

Just momentary distraction and and put you.

00:45:29 Joe

Off some concentration you might be having to do.

00:45:33 Joe

If it's not open, it's not going to.

00:45:36 Joe

It's not going to.

00:45:37 Joe

Have that effect, but like you said, you've got to.

00:45:39 Joe

You do have to get the information in there out into something that is more useful to you, easier to track and accomplish.

00:45:47 Joe

Tasks that come through into your e-mail.

00:45:53 Dewayne

You know, I said last thing but now?

00:45:55 Dewayne

This whole this whole.

00:45:56 Dewayne

Piece that we just went on reminded me.

00:46:01 Dewayne

Of another thing that you can do that will help you not get sucked into the to the e-mail trap.

00:46:08 Dewayne

If you go into the settings of your Outlook client and you can do this on the web version as well, you can actually turn.

00:46:15 Dewayne

Off the sound, or when a new e-mail comes in and you can turn off like the little flashing you know icon that you get on your taskbar, but you can leave it on for things like calendar appointments because those are obviously have a time associated with them and they have to be done at a specific time.

00:46:34 Dewayne

You know you don't want to be late for a call.

00:46:35 Dewayne

Because your outlook client didn't tell you.

00:46:38 Dewayne

But you can turn off the notifications that you get.

00:46:42 Dewayne

That can be distracting, like it's in my notification center now and down by my clock.

00:46:48 Dewayne

And I'm getting sounds.

00:46:49 Dewayne

And I'm getting flashes and all those things are designed to grab your.

00:46:54 Dewayne

And when e-mail has turned into like this vortex, that sucks you in and prevents you from being productive.

00:47:00 Dewayne

Maybe experiment would turn those off and you know kind of see how that goes and if you're getting a lot of e-mail, yeah, you're going to turn them off anyway, because that's annoying.

00:47:12 Joe

That's that's really important, because I think like we've been talking about, it's it's the amount of it's not in your inbox time you're spending on it.

00:47:19 Joe

But again, that's that's taking focus away.

00:47:22 Joe

Your brain focus away and putting it back on to the e-mail system.

00:47:27 Joe

And like you said, turning those off if you've set like you did set.

00:47:31 Joe

Calendar little little reminders.

00:47:33 Joe

Couple of times a day.

00:47:35 Joe

That's your, that's your time.

00:47:36 Joe

Where you're you.

00:47:38 Joe

You know you're going to be interrupting your day to go do your e-mail triage.

00:47:44 Dewayne

Yeah, yeah, I'm I'm saying I'm getting in control.

00:47:48 Dewayne

I'm wrangling my inbox and telling it this is when I'm going to look at you.

00:47:53 Dewayne

This is when I'm going to work on you and the rest of the day I'm going to be getting work done.

00:47:57 Dewayne

You know that's again like you said, that's that's what we're here for is.

00:48:01 Dewayne

To get work done.

00:48:02 Dewayne

And sometimes e-mail it generates the work that needs to get done.

00:48:06 Dewayne

But again, if something's on fire.

00:48:09 Dewayne

You shouldn't be sending it to me.

00:48:10 Dewayne

Through e-mail.

00:48:13 Joe

Take advantage of the rules in Outlook so that outlook doesn't rule you.

00:48:21 Dewayne

All that cheesy note.

00:48:25 Dewayne

That was fun. I yeah. This has been like A5.

00:48:28 Dewayne

Or six week.

00:48:30 Dewayne

Adventure for me trying to figure out how to.

00:48:33 Dewayne

How to make it work better?

00:48:34 Dewayne

How to make myself work better and things are a little different, but I I feel like this will continue to evolve and I will continue to come up with ways that work better for me specifically.

00:48:46 Dewayne

And that's that's a big take away here is just go over the five or six things that.

00:48:52 Dewayne

We talked about.

00:48:53 Dewayne

And try one or two of them and see how they work for you.

00:48:56 Dewayne

Make some sub folders.

00:48:57 Dewayne

Make some rules.

00:48:59 Dewayne

Make some categories.

00:49:01 Dewayne

Make some quick steps.

00:49:02 Dewayne

You know in.

00:49:03 Dewayne

In some of it's not even technical stuff, some of it's just like habitual type stuff like.

00:49:08 Dewayne

Change your change your work habit and and see how it goes for you, but it might free you up a little bit more than than you'd think.

00:49:17 Joe

Couple of hours potentially waiting there.

00:49:19 Joe

Yeah, so hopefully.

00:49:20 Joe

Really something you know start the new year fresh with a new new way to manage.

00:49:27 Joe

Your mail that'd be.

00:49:27 Joe

That'd be a great way to.

00:49:28 Joe

Kick off the new year.

00:49:30 Dewayne

Clear your inbox now delete them all, start off.

00:49:32 Dewayne

With nothing.

00:49:35 Dewayne

Don't do that.

00:49:38 Dewayne

Move them all somewhere.

00:49:41 Dewayne

Alright man, let's get into some wins.

00:49:45 Dewayne

Did you do anything cool?

00:49:47 Dewayne

Have anything successful happened, you know?

00:49:49 Joe

Yeah I have.

00:49:51 Joe

It's you know it's end of year thinking about the year, what has been going on.

00:49:57 Joe

I've just really looked at the whole year as a whole and it's really been very special there's been.

00:50:03 Joe

An opportunity to give talks at conferences got back to do some travel, professional and personal.

00:50:15 Joe

Made MVP status with Microsoft.

00:50:19 Joe

So there's been some professional growth and it's it's been it's been a really been a really good year and just kind of.

00:50:28 Joe

Reflecting on that is is.

00:50:30 Joe

Being able to feel that way at the end of the years is really big win for me.

00:50:35 Dewayne

Yeah, it's been a lot.

00:50:36 Dewayne

It's been a lot.

00:50:39 Dewayne

Yeah, my ear has been.

00:50:41 Dewayne

Like yours, I didn't get to travel as much because you're way cooler than I am, but it.

00:50:48 Dewayne

It's been a lot.

00:50:49 Joe

It's been a great year.

00:50:51 Joe

It's been a great year.

00:50:53 Dewayne

My win, it happened just the other day and.

00:50:56 Dewayne

You were there.

00:50:59 Dewayne

So my birthday was last week.

00:51:01 Dewayne

And I found out secretly that a month or so ago a a coworker had started planning, like a little birthday slash going away event for me and we did it the other night at top golf and suck at golf.

00:51:20 Dewayne

So that was confirmed.

00:51:23 Joe

All your friends are right there with you at.

00:51:25 Joe

God, it was bad.

00:51:25

Level still work.

00:51:27 Joe

It was so bad.

00:51:29 Dewayne

But I still had fun.

00:51:30 Dewayne

I had fun sucking at golf.

00:51:33 Dewayne

But yeah, it was really cool.

00:51:35 Dewayne

The people that showed up were the people I would consider.

00:51:40 Dewayne

They're they're my team, y'all.

00:51:41 Dewayne

You know y'all were the ones I worked.

00:51:43 Dewayne

The closest with the ones that I met with most frequently had status meetings with had projects with traveled with, so I was really appreciative.

00:51:53 Dewayne

Of of you all doing that.

00:51:54 Dewayne

So thank you for for that and for.

00:51:57 Dewayne

Everybody who helps we can have.

00:51:57 Joe

It was, it was a lot.

00:51:59 Joe

Of fun my back may not be appreciative right now.

00:52:02 Dewayne

You were crushing him.

00:52:06 Dewayne

Definitely top the.

00:52:06 Joe

I know.

00:52:07 Dewayne

The charts for our our little club that we had.

00:52:10 Joe

There, I know you and I though I think we fight all the time trying trying to swing it like a bat from our childhood.

00:52:16 Dewayne

Really hard, not not to do that.

00:52:19 Dewayne

And you know, I play.

00:52:20 Dewayne

I play a lot of disc golf and I suck at that too, but I would it would have been really fun to be able to like.

00:52:26 Dewayne

I was like man, I wish I had a Frisbee.

00:52:27 Dewayne

I could throw here just to see how far.

00:52:29 Dewayne

It would go compared to.

00:52:30 Joe

A ball you you would throw that Frisbee far than I'm hitting that golf ball from times I've.

00:52:34

I don't know.

00:52:35 Joe

Played, you're really good.

00:52:35 Dewayne

I would definitely throw the Frisbee farther than I was hitting it.

00:52:42 Dewayne

Should have teed off with the the putter.

00:52:47 Dewayne

Anyway, yeah, that was that was my win.

00:52:48 Dewayne

That was a good time.

00:52:49

That's great.

00:52:50 Dewayne

It was a surprise, which was cool.

00:52:52 Dewayne

My wife was in on it, which was cool.

00:52:55 Dewayne

So yeah, I had a I had a great time.

00:52:57 Dewayne

So thanks to you all for for arranging that.

00:53:00 Joe

Excellent, excellent.

00:53:02 Joe

Well, thank you everyone.

00:53:03 Joe

It's our little holiday December.

00:53:08 Joe

Hopefully you're someplace with a nice warm beverage if you're cold or.

00:53:14 Joe

Something else if you happen to still be somewhere warm with with the beach in your view.

00:53:20 Joe

You're thinking about.

00:53:21 Dewayne

Relaxing yeah over the break yeah yeah chill out for a while reflect a little bit, you know have a good time be with family all the all those things that are that are great this time of year so but yeah this is it for 2022 Joe we're done dunzo.

00:53:22 Joe

Looking forward to a break.

00:53:40 Joe

I guess the inbox Inbox Zero and end of the end of the.

00:53:47 Joe

Our podcast for the year kind of zero.

00:53:49 Joe

There zero that out now too.

00:53:51 Joe

We'll start fresh.

00:53:51 Joe

In the new year.

00:53:52 Dewayne

Absolutely all right? Everybody, we'll see you in 2023 in the future, when we beam back for another episode of The Shift Show.

00:54:02 Dewayne

We hope you enjoyed this episode of The Shift Show.

00:54:05 Dewayne

If you found our content useful, please consider subscribing and leaving us a 5 star review.

00:54:10 Dewayne

This will help others find our show.

00:54:12 Dewayne

If you'd like to connect with us, you can find us on LinkedIn or on our homepage at AKA dot NYC Slash Shift show.

00:54:22 Dewayne

We'll beam.

00:54:22 Dewayne

Back next month for a new episode.

00:54:25

Transporter room stand by to beam up landing party.