



top 5 email mistakes

raderco.

REVITALIZING PRODUCTIVITY

RaderCo helps companies shrink their inbox, create boundaries, establish routines, and achieve healthy habits. To learn more about how to declutter the mind, body, and inbox one habit at a time, visit www.helloraderco.com.



TOP 5



email mistakes



keeping your notifications on

When your brain is constantly stimulated with notifications, the effortful control part of your brain, which regulates attention, declines. Every time you get a ring, ping, or buzz, and are distracted, it takes approximately 15-25 minutes for your brain to refocus.



writing unnecessary email acknowledgements

Do you really need to respond with an email acknowledging that you received their email? Be intentional about any email responses with 'Thanks, Okay, and Got It!' They may not need or want that extra email in their inbox.



using poor subject lines

The recipient should have an idea what the email is about before opening it up. Is there an action? Put Action Requested by XXX date in the subject line. The worst subject lines? Quick Question, and Hey.



replying to all

Unless everyone on that email needs to see it, only reply to sender. This especially pertains to congratulatory emails.



repeated touching

O.H.I.O. your email. Only Handle It Once! If you know an email is going to take longer than you have at that time or you won't be able to do anything with it right then, there is no need to open it. **Only Handle It Once** instead of reading and re-reading emails.