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REVITALIZING PRODUCTIVITY

# top 5 email mistakes



Rader Co. 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](http://www.helloraderco.com).



## keeping your notifications on

When your brain is stimulated continuously 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 of what the email is about before opening it up. Is there an action involved? Put *Action Requested by XXX date* in the subject line. The worst subject lines? *Quick Question* and *Hey*.



## replying to all

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



## repeated touching

O.H.I.O. your email. Only Handle It Once! If you know an email will 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. Try to Only Handle It Once instead of reading and re-reading emails.