

The 4 D's For Handling Emails

See <https://hourtolearn.com/outlook>



Delete

Proactive: Unsubscribe | Turn off social media alerts
Reactive: Ignore | Clean Up | Junk | Archive | Delete | Rules



Delegate

Forward with Follow Up Flag - use Quick Steps



Defer

3-15 minutes to respond: Defer - Flag
>15 minutes: Defer & Schedule



Do

< 3 minutes: Reply OR Schedule Meeting