# *Randy Dean's Quick Tips for Outlook and E-mail*

1. **E-mail Decision Tree:** Quick ones now, longer ones: task or calendar, then file or delete!

2. **"Drag & Drop" to create task, calendar & contacts:** Left click on e-mail, hold the click, and drag to Tasks, Calendar, or People.  Right click gives options for attachments.

3. **Use Signatures as an "Auto-E-mail-Tool":** Best way to access Signatures tool is to open a new e-mail – create as many as you like to speed up your common replies

4. **Quick Parts are great for FAQs:** Find this under the insert tab in an open message – select text you find yourself always typing and make it a Quick Part instead!

5. **Get Notices when Your "Most Important Senders" send an email:** Right-click on their message, then Rules – Create Rule to set pop ups and different sounds for them!

6. **SPAM?**  Could create rule to permanently delete repeat spammers, or just click on message to select it, hold SHIFT key, and hit Delete!  It is gone!

7. **Don't start your day in your e-mail!**  Instead, start your day for a couple minutes in your calendar, reviewing back a few days, and forward a week or so, then …

8. **Build a smart task list for Today!** … a task list that matches your available time for today and focuses on key projects, priorities, clients, and customers … this is a **5-minute drill!**

9. **Too much going on?**  Re-date those tasks that aren't critically urgent/important for today so your task list fits your day (remember "effective procrastination"?)

10. **Remember –** favorite task views are "Today", "By Category", "Completed" – you can use the last one to track what you got done and when you got it done!

11. **Work your day after your inbox is clear with the Task, Task, Task, E-mail strategy!**

12. **Start Your E-mails with Good Subject Lines!**  Make sure your subject lines reflect the project, person, client, and/or task they are related to – make it easy for recipient!

13. **Keep Your E-mails Short and Sweet!** Get to the point, but do it nicely! Identify tasks, owners of tasks, and due dates very clearly

14. **E-mail is NOT good for complex, difficult, emotional, or hyper-urgent messages.**  Works best: simple info that's easily understood and acted on & not critically urgent.

15. **If that e-mail is urgent, pick up the phone to make sure it was received.**  Remember, some e-mails fail, and some people aren't constantly checking their e-mail!

16. **PUTP –** Pick up the phone!  EOM – End of message.  NRN – No Reply Necessary

17. **Go BIG!**  Build a "Priority Note" at least once a year that features your key goals, projects, activities, events, and people.  Break it down into subprojects and action items.

18. **Refer to Your Priority Note Every Week:**  Incorporate it into your task list and calendar as individual task and calendar items to fit your most important "stuff" in your plans

19. **Try to work the majority of your day from your Calendar and Task list, not your e-mail inbox!**  This will help you be more focused, more productive, and less distracted.

20. **Have fun, and always looks for places to get a little better, smarter, faster.**

# Visit my YouTube Channel for Short Tutorial Videos on Outlook, E-mail, Google and More
## (Consider Subscribing!)
https://www.youtube.com/user/janarandydean

# Converting E-mails into Outlook Task & Calendar Items:

https://youtu.be/YMhkNcBt9k4

# Using Signatures & Drafts in Outlook as "Automated E-mail" Tools:
https://youtu.be/zOOGlXMt7xg

# Reducing E-mail Distraction Through Your Settings:
https://youtu.be/K8zSp0RLnUw

# My Favorite Outlook Task View: The "Today" View:
https://youtu.be/Vbqtd_NQ9FA

# Essential Outlook Set-Up Tips:
https://youtu.be/QqSEo4608Cw

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