



# Cairn

## The way to your future

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clare evans

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personal & business coach

[www.clareevans.co.uk](http://www.clareevans.co.uk)

Welcome to all the new subscribers since last month.

It's been a long bank holiday weekend here in the UK and I spent it with friends in Somerset. Helping them out in their garden – not in the harvesting sense (it's too early for that) just filling in gaps in the flower bed, which entailed a trip to the local nursery having walked out of the nearby garden centre in disgust at their overpriced plants and shrubs. Also discovered frogs in their pond and ten fish they didn't know they had. I came back not with goldfish (although I could do with another one in my pond) but with twice as many plants as I went down with, so I know what I'll be doing next weekend or maybe even this week as the forecast is excellent for the rest of the week.

I managed to wear out their children playing badminton in the garden. Youth of today, no stamina! Mind you hardly surprising when they only get ONE exercise session in a week and here we are striving to get in three, so that we can keep fit – especially if we're not that active on a day to day basis. There are lots of ways you can increase your activity levels – just getting out for a short walk. WALKING to the shops, not driving, doing the gardening or housework are all ways to get active. Even cooking – well you try whisking eggs by hand or kneading bread – will burn up a few calories (just put away those kitchen gadgets). I even cycled to the local supermarket the other day. OK, I couldn't carry too much home but it was quicker than taking the car and was a nice change. I'd just been coaching a client about increasing their activity levels so thought I'd do the same.

I've also just started Tai Chi lessons. We only managed the warm up in the first session so it's going to take a while to even get as far as the full short-form but I like the idea of the gentle movement and balance working on the body and mind. I'll keep you posted or you can keep up with what's going on more regularly through my [blog](#).

My newsletter spreads by your recommendation and you can help me to grow it still further by forwarding it on to your friends and colleagues.

If you've been forwarded this and would like to receive all the news and information direct to your inbox then just send a blank email to [claresnews@aweber.com](mailto:claresnews@aweber.com).

Well, I'm off to enjoy the evening sunshine and get out for a run.

Enjoy the rest of this month's issue:

- This month's topic – Dealing With Email Overwhelm
- What's happening – Workshops/Teleclasses.
- Recommended Reading
- Website Tip
- Monthly Quote

## Dealing With Email Overwhelm

Despite technology and the electronic age intending to make our lives easier and email bringing an end to piles of paper. It hasn't quite worked out that way. These days most of us will be suffering from email overwhelm.

If you find you constantly check your inbox for new messages throughout the day or that you're tempted to respond as soon as you see a new message come in then you might benefit from these simple tips.

Emails can be a great time waster and provide a constant distraction throughout the day. If you're going to make the most of your day then one way to increase your productivity is to limit the amount of time you spend on emails.

- Set your email system to only check periodically or disconnect yourself from the internet except when you want to download emails.
  - In Outlook Express - Tools>Options>General
  - In Outlook - Tools>Options>Mail Delivery).
- Switch off the email notification such as alerts and pop-ups so you don't get distracted throughout the day and change the Checking time to 120/180 minutes.
- Only check your emails periodically through the day. Let's say first thing, late morning and again in the afternoon. Don't jump straight in and start responding. Take a few minutes to sort them into urgent/action, non-urgent and reading.
- If you need to spend time responding to emails, set aside time in your schedule to do that and limit the amount of time you spend. Either limit yourself to 30 minutes at a time or work to clear the existing action emails for as long as it takes (within reason!) without addressing any new emails. Leave those until next time.
- Subscribe only to mailing lists and newsletters that you will read/use on a regular basis. Go through every few months and clear out and unsubscribe from what you no longer read.
- Use filters to organise incoming mail into different folders – Action, Reading, Follow-up, Orders etc. These can be based on the sender or subject so that mail automatically gets diverted into a specific folder and doesn't clog up your inbox.
- Use a different email address for different types of email. One specifically for business, one for personal, one for newsletters, discussion board and one for registering on websites as a 'junk' mail address.

Might sound complicated but it helps with the sorting process. You can set up your mail browser to pick up multiple accounts and then check the important ones regularly and the less important ones, less often.

- Once an email has been dealt with, delete it or if you need to, file it in an appropriate folder. Try to keep your Inbox as clear as possible so you can easily see what's new.

Today, we're in danger of information overwhelm. There is just so much out there. One thing I found helped and stopped me from feeling I HAD to read every email that landed in my inbox, was trusting that the right information will appear at the right moment, when I need it and of course ... there's always Google.

## **What's Happening – Workshops/Teleclasses etc.**

There's a lot happening in the next couple of months, as I want you to end the summer on a good note and get yourself organised for the remaining six months of the year.

**Friday 19<sup>th</sup> May – Integrity Day** – 10am – 6pm BST. A great way to get a lot done in a short space of time. A free call that helps you focus and get into action and clear that 'To-Do' list.

**Saturday 20<sup>th</sup> May – New You, New Business** – anyone in the Sussex area, come along to Hove Town Hall for an exhibition primarily for women starting out or developing their business but with something for everyone.

**Tuesday 23<sup>rd</sup> May – Happy to be Heard** 8pm BST (3pm EST) – I'm hosting a special teleseminar with Valentine Palmer – discover the secrets of a power, persuasive voice.

**Wednesday 24<sup>th</sup> May – Get Control of your Time** 6pm BST (1.00pm EST) – a free call to discover key tips to enable you to use your time more effectively and get more done.

**Tuesday 6<sup>th</sup> June – Get Control of your Marketing** 12.30pm BST (7.30am EST) – discover simple tips and strategies to market your business more effectively.

**Wednesday 14<sup>th</sup> June** – next **Boost Your Business** Workshop – a six week teleclass aimed at helping you to grow your business and improve your marketing strategies.

Further details of all the calls and how to register are available on my [website](#).

## **Recommended Reading: The Power of Now – Eckart Tolle**

Forget the past, stop worrying about the future just live in the now. A classic book that's been mentioned to me several times and I've finally got hold of my own copy which I'm reading at the moment.

See it on Amazon [here](#).

## **Website of the Month: The Carbon Neutral Company**

Formerly known as Future Forests – how you, your business or your company can tackle climate change - the one celebrities use. Use the carbon calculator and reduce your carbon footprint.

## **This Month's quote:**

*" The secret of getting ahead is getting started. The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one"*  
*[Mark Twain]*

You can catch up and re-read past newsletters from the last two years in the archive on my site. If you were forwarded this you can register to receive your own copy each month by sending a blank email to [claresnews@aweber.com](mailto:claresnews@aweber.com). My business grows by referral so share this information with three friends or colleagues and forward this on to them today.

I love hearing from you with your feedback or questions, so do drop me an email if you've got a few moments.

Until next month.

Clare



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