



Cairn

The way to your future

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clare evans

personal & business coach

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Welcome to all the new subscribers since last month.

If you were forwarded this newsletter just send a blank email to claresnews@aweber.com and you'll automatically receive your own copy.

I'm down in Somerset for a long weekend house and dog sitting (in case you haven't been keeping up with things on my blog). Nice and quiet and lots of opportunities to get out and walk in the local countryside. Bella (the dog) is a bit confused with only me for company but nothing compared to the cat – who appears miaowing – takes one look at me and walks straight out again! It's a great change of pace, scenery and wildlife.

Never mind the World Cup and Wimbledon, the great excitement of this month was that one of my Prince's Trust businesses created a video for Fat Boy Slim's new competition. It's been featured on You Tube and you probably received my email earlier this month – if not, you can view it [here](#). He was also featured in the local paper – the Argus.

Enjoy the rest of this month's issue:

- This month's topic – Dealing With Your Holiday Email Backlog
- What's happening – Workshops/Teleclasses.
- Recommended Reading – 100 Years of Ermintrude
- Fun Website of the Month
- Monthly Quote

Dealing With Your Holiday Email Backlog

It's coming up for that time of year when school's out and everyone heads off for their summer holiday.

If you're someone who relies on email as part of your business, you probably dread coming back from holiday to hundreds of emails. The thought of spending the first week dealing with them all and feeling that you're having to catch up all the time, so here are a few ideas to help you deal with the backlog.

The process for dealing with a holiday backlog is the same as handling emails on a daily basis, the volume is just much larger.

Once you've planned out the important things you need to get done on your first day back, set aside an hour to go through your inbox. Yes, I know it's probably going to take much longer than that but it's just the start.

Don't respond to any new incoming emails until you have cleared what's already in your Inbox.

First scan – DON'T READ OR RESPOND TO ANY EMAILS ON THIS SCAN. Just go through quickly and eliminate the spam and any email you know you don't need to read. Use the sort function to sort your email by sender or subject, which makes it easier to delete the junk.

You don't have time to read everything so delete anything that doesn't require your attention or have information you absolutely **MUST** have. Don't save it 'just in case'.

Second scan – pick out all the priority emails you need to respond to first and place them in a separate 'Action' folder.

Set aside time in your diary to respond to your 'Action' emails – either do this in that first hour, as you should still have a reasonable chunk of the first hour left, or set aside more time later in the day.

Depending on the volume of emails, you should be able to complete these first two scans in the first hour. Do the third scan too if you still have time, otherwise leave that until the next time you're scheduled to work on your email.

Allow yourself a few minutes to take a quick look at any new emails – in case there is anything important that needs attention, but I mean a 'few minutes'. Don't get distracted!

Third scan – if your filters haven't already sorted out reading emails, now is the time to place all of these in the appropriate folder(s).

Fourth scan – deal with what's left. Less urgent action emails can now be dealt with. What's left? If it's not action or reading – it's probably not urgent so can be deleted.

Once you've safely dealt with the backlog that came in while you were away – only then, can you deal with applying the same process to the new emails that have come in.

I've mentioned before that I have a number of accounts that I use to sort my email before it even gets to the Inbox and folders. Non-essential newsletters and recent Internet account sign-ups, go to one email address. Postings from discussion groups go to another account. Work related emails and the newsletters I really want to read, go to my main account and then use filters to sort these into folders.

Before you go away – if you have the option – switch any email groups to special notices or admin only. You can do this for all Yahoo groups and some online discussion/networking groups usually allow you to switch off email notification. This will reduce the volume coming through in the first place so you have less to deal with.

What's Happening – Workshops/Teleclasses etc.

There's a lot happening in the next couple of months, although I know it's summer so you may be busy but hopefully you'll be able to take advantage of some of the teleclasses.

Tuesday 25th July - Get Control of Your Time. Organise yourself so you start to use the time you have more productively. Join me for this one hour call to discover a few key tips and strategies to enable you to be more effective.

Thursday 27th July - Focus Day. Power up your productivity. Join me for a few hours or the whole day and clear all those tasks you've been putting off. Be amazed at how much you can get done.

Tuesday 8th August - Get Control of Your Money. Do you want to have more money at the end of each month? Join this **new** call to discover a few ways to save your pennies and start making your money work for you.

Wednesday 27th September – first notice of the next **Boost Your Business** Workshop – a six-week teleclass aimed at helping you to grow your business. Discover and improve your marketing strategies and find the time to make it part of your day-to-day business. Book up now to avoid the price increase!

Process Group workshop – September. We're looking for a group of people to take part in a monthly Group starting later this year in September. This is your chance to create some real changes in your life by gaining an insight into yourself. If you're in the southeast of the UK, contact me for further details info@clareevans.co.uk

More Month Than Money - ebook. Actually it's more of an e-course than just an e-book. A step-by-step process to help you make the most of your money. Full details are on my website <http://www.clareevans.co.uk/moremoney.htm>. 10% of all proceeds go to Cancer Research.

Further details of all the teleclasses and how to register are available on my [website](http://www.clareevans.co.uk/services/GroupCoaching.htm).
<http://www.clareevans.co.uk/services/GroupCoaching.htm>

Recommended Reading: 100 Years of Ermintrude

This is a 'novelette' of a life in 33 stanzas. The title is intentionally reminiscent of Gabriel Garcia Marquez's outstanding novel '100 Years of Solitude'. The similarity ends there! 100 Years of Ermintrude is a poignant and moving story of death, life and birth told in an unusual manner.

http://wakethetiger.biz/catalog/product_info.php?cPath=1&products_id=4

Fun Website of the Month: www.myheritage.com

If you've always wanted to look like Michelle Pfeiffer, Tom Cruise, Nicole Kidman or George Clooney – then here's your chance! Just scan in a photo and find out which celebrity you look like! You might be pleasantly surprised.

This Month's quote:

*“You have brains in your head. You have feet in your shoes.
You can steer yourself any direction you choose.
You're on your own. And you know what you know.
And YOU are the one who'll decide where to go...”
[Dr. Seuss]*

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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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