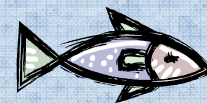


"Give a man a fish and he will eat for a day; teach a man to fish and he will eat for a lifetime."



Catch ^o the Day



Learn To Fish the vast ocean of computer know-how!

E-mail Organization: Not Just Luck

by Kathy

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This month I want to continue on the subject of e-mail, specifically the matter of organizing it. Are you slow at responding to e-mail? Do you forget about important items at the bottom of your inbox? I believe having 1000 messages in your inbox is as impractical as 1000 papers on your desk. Consider just a few suggestions for reducing your e-mail clutter.

Use automatic filing. All e-mail programs have a feature to automatically file incoming mail into folders. This is helpful for messages you don't need to read right away, like promotions or newsletters. But don't worry, most programs tell you when you have unread messages in folders, so you won't forget them even when they're not visible in the inbox.

Don't reply. Not all messages warrant an acknowledgement (like those forwards from family and friends). Save your time and your sanity by deleting them immediately after you've read them.

Make a to-do elsewhere. If you're an out-of-sight-out-of-mind person like me, you probably like to keep e-mails to remind you of their associated tasks. However, a better idea is to add the relevant task to a separate to-do list so that you can archive or delete the message. (Your list can be in whatever format you prefer.)

Regardless of whether you were lucky to be born with great organizational skills, you can rein in your e-mail with a little diligence.

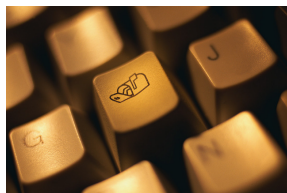


Service Spotlight: Learning E-mail

Not sure where to start when it comes to managing your e-mail? Are you boggled by attachments, BCCs and the like? Even if you don't yet know the questions to ask, LTF Tech can assist you with your e-mail.

Call (518) 724-0828 or mail info@LTFtech.com.

Shortcut of the Month (brought to you by the letter ...)



Increase efficiency with keyboard shortcuts!

Keep Tabs on the Internet: Ctrl-T (⌘-T on Mac)

Sometimes it's convenient to have multiple web pages open at once: e-mail, social networking, news, etc. But normally this creates a clutter of multiple open windows. Internet Explorer (version 7 or later) and Mozilla Firefox can group multiple web sites in a single window using *tabs*. To open a separate tab for a new web page, press **Ctrl-T** (⌘-T on Mac) and type in the web address as usual.

The Random Resource

...because your computer isn't just for computing

Is organized e-mail a distant memory or a far-off dream for you? Have you ever imagined an inbox that's empty? Believe it or not, it's possible — at least according to Merlin Mann. Take a look at his "Inbox Zero" series at www.43folders.com/izero. For general productivity tips, also try David Allen's book [Getting Things Done](#).