

THE 7 DEADLY SINS OF EMAIL MANAGEMENT



Here are our 7 deadly sins of email management and the resolutions to ease your pain.

SIN 1

Not taking email seriously as part of your information management strategy

Resolution: There is plenty of critical project data residing within your email. So, if you are worried by audit trails, regulatory requirements, finding key correspondence over email, and more, email should form a key part of your information and BIM strategies.

Spending vast amounts of money on a solution that's not fit for purpose, and your team doesn't use it.

Resolution: Opt for a cost-effective, easy to use plugin, with minimal downtime and little training needed to get started. Smart, intelligent email prompting will ensure staff use the software, standardising filing throughout the business.

SIN 2

SIN 3

Fee-earners wasting precious time hunting for project correspondence in Outlook.

Resolution: Prevent time being wasted hunting for project correspondence in Outlook with three-click functionality to find any email in any project in seconds, no matter who it was sent by and when.

Implementing software that burdens your IT team with a lot of infrastructure changes, and results in a loss of control.

Resolution: Email management shouldn't result in a loss of ownership or require drastic changes to your existing IT set-up. You should be able to file emails to a location of your choice and easily control who has access to certain project folders.

SIN 4

SIN 5

Mistakenly thinking your entire team is up to speed on all aspects of a project when, in reality, they only have access to their own inbox.

Resolution: You should be able to access both sides of a conversation with received and sent filing, so you can see what you originally agreed to at any time, by any person in the team, in any inbox.

Spending extra money on email storage, while continually being warned about full inboxes, and overusing email.

Resolution: Reduce the amount of storage needed for email overnight by de-duplicating huge files being filed multiple times. Additionally, educate your business on when to send an email. The more emails you send, the more emails you will receive, making 'Inbox Zero' a much harder goal.

SIN 6

SIN 7

Sin 7: Spending too much time checking your emails throughout the day.

Resolution: Set aside dedicated 'email time' to go through your inbox. Reading and responding to emails in real-time will actually eat at your day and make you less productive and more stressed. Check your emails two or three times a day.

There you have it, seven resolutions to resolve your email headache and turn email from a pain into a competitive advantage. Try Mail Manager for free now and see how our intuitive project-based software can quickly revolutionise the way your business 'does' email.

Take control of your inbox

BOOK A DEMO