

## Superior Email Management System

The purpose of this checklist is to help you build a superior email management system and decide which emails to answer.

### Should you reply to an email?

Are you replying to an email <b>to feel more connected</b> to other people and to the world?	<input checked="" type="checkbox"/> Close your email client and build strong real-life personal relationships with your spouse, family, friends and business partners.
Are you replying to an email <b>to feel more productive</b> and like you're actually contributing something?	<input checked="" type="checkbox"/> Close your email client and ask yourself how you can really provide value to the world based on your talents and competences.
Are you replying to an email <b>only because you feel email guilt</b> ?	<input checked="" type="checkbox"/> Close your email client, go outside, open your wallet and start giving away your money to people. Just kidding. Change your perspective. Loosen up.
Are you replying to an email because <b>you want to be seen as a good</b> and kind person?	<input checked="" type="checkbox"/> Being a good person has nothing to do with how many emails you answer. There are so many other more valuable ways for being good and making the world a better place.
Are you replying to an email because <b>you're afraid that your emails won't get replies</b> ?	<input checked="" type="checkbox"/> Face your fears and become aware that your email will be answered if there is interest. If it's not, provide more value or write a better email. And there are 7 billion other people you can connect to.
Are you replying to an email because <b>you never know when you will need someone</b> ?	<input checked="" type="checkbox"/> If someone is really interested in working with you in the future, they will reply to you regardless whether you have or haven't replied to an email in the past. It may, of course, be a different story if you offended them.
Are you replying to an email <b>when there's no reply needed</b> , you just want to be polite?	<input checked="" type="checkbox"/> Close your email client and start working on important stuff. The fewer emails you send, the fewer emails you will get.
Are you replying to a pretty standard email because <b>you don't have a system with templates, canned responses, explanations</b> for what you aren't interested in etc.?	<input checked="" type="checkbox"/> Build a system and reply with one click.

<p><b>When to reply</b> to an email?</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> You care about the topic or a person or a project</li> <li><input checked="" type="checkbox"/> You're actually interested in what is written</li> <li><input checked="" type="checkbox"/> It's a part of you creating, delivering and capturing value</li> <li><input checked="" type="checkbox"/> It's part of your team's communication on creating, delivering and capturing value</li> <li><input checked="" type="checkbox"/> Other rare instances where email is not a waste of your time</li> </ul>
<p><b>How to reply</b> to an email?</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Click Unsubscribe if possible (and makes sense)</li> <li><input checked="" type="checkbox"/> Delete if possible (and it makes sense)</li> <li><input checked="" type="checkbox"/> Delegate, Outsource – Just forward the email</li> <li><input checked="" type="checkbox"/> Use template, text expanders or a canned response</li> <li><input checked="" type="checkbox"/> Paste link where you already answered (blog etc.)</li> <li><input checked="" type="checkbox"/> Reply with one word</li> <li><input checked="" type="checkbox"/> Reply with one sentence</li> <li><input checked="" type="checkbox"/> Reply with one paragraph</li> <li><input checked="" type="checkbox"/> Put it on your to-do list if necessary</li> </ul>
<p><b>Don't!</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Have your email client always open</li> <li><input checked="" type="checkbox"/> Use email as your to-do list.</li> <li><input checked="" type="checkbox"/> Write Best regards or whatever every time</li> <li><input checked="" type="checkbox"/> Sign your name at the end of every email</li> <li><input checked="" type="checkbox"/> Send group emails that will start long discussions</li> <li><input checked="" type="checkbox"/> Clutter your inbox with stuff you don't read</li> <li><input checked="" type="checkbox"/> Open your email client more than twice a day</li> <li><input checked="" type="checkbox"/> Spend more than 30 minutes on email in a session</li> </ul>

Here you can find the superior guide to email management:  
<http://agileleanlife.com/the-superior-guide-to-email-management>