



Emptying your inbox

Daily



Weekly

- Check **CALENDAR** past and coming week
- Check **GO DO THIS WEEK**
- Check paper notebook / task list
- Check **HOLDING FOR LATER**
- Check **WAITING FOR OTHERS**

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Outlook shortcuts

Navigate and Find

- Go to Email: **Ctrl+1**
- Go to Calendar: **Ctrl+2**
- Find: **Ctrl+E**
- Advanced Find: **Ctrl+Shift+F**

Processing Email

- Read Email: **(Shift)Space bar**
- Spelling: **F7**
- Reply: **Ctrl+R**
- Send: **Ctrl+Enter**
- Reply to All: **Ctrl+Shift+R**
- Move Item: **Ctrl+Shift+V**
- Forward: **Ctrl+F**
- Copy Item: **Ctrl+Shift+Y**

Generic

- New Message: **Ctrl+N**
- Print: **Ctrl+P**
- Copy: **Ctrl+C**
- Paste: **Ctrl+V**
- Undo action: **Ctrl+Z**

Windows

- Activate Window: **Alt+Tab**
- Select Option: **Alt+letter**
- Show Desktop: **Winkey+D**
- Open Explorer: **Winkey+E**
- Run: **Winkey+R**

Learn keyboard shortcuts? → www.funkeyz.org/uk



Email best practice

When receiving Email

- Check your Email no more than a couple of times a day
- Disable new Email notifications
- Answer Email within 48 hours or inform the sender that you will get back to him or her
- Are you away for more than 48 hours, turn on the Out-of-Office assistant

When sending Email

- Make sure the subject is clear and informative
- Get to the point and use clear language
- Know when not to use Email (emotions, conflicts)
- If it is important, don't rely on Email alone

When replying to Email

- Avoid use of CC and Reply-to-all
- Inform a third party by forwarding your sent Email and include an explanation
- Don't use an existing Email for a new topic
- When in doubt, park it for a little while (especially if it is an important matter)

