

Technology Tip

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The Taming of the (e-mail) Shrew!

Have you ever noticed that no matter how hard you try, there's just no controlling your email's inbox! When it comes to good time management practices, effectively managing e-mail tops the list!

Here is an Outlook rule that can save you tons of time. When you turn it on, it takes all your incoming mail and delivers it to a 'Hold' folder which you can create at various levels down in your inbox (the number of levels is up to you). Here are the rules:

- ◆ Step One: "Redirect inbound message"
- ◆ Step Two: "Apply this rule and move it to the Hold folder"
- ◆ If you're running several other rules, use the "stop processing more rules" option

You'll be amazed at how obedient your inbox will become and the amount of time this will save!

This Technology Tip was proudly provided by the award-winning folks at WaudWare, creators of the Produce Inventory Control System - **PICS** and **WebPICS**. 905.846.9737 www.waudware.com

