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Articles of note

There have been several articles either by or featuring Dr Monica Seeley which can be found on the [Mesmo website](#) News page - specifically:

Switching off from email in the always-on world. IT Donut June 2011

Email addiction: how to kick the habit. Silicon.com June 2011

Why are we so bad at switching off. Retail Technology Review August 2010

Dear Reader,

Will you disconnect from email and social media over the summer break? Many people are now realising the benefits of switching off completely. That's what some of us will be doing if only to recharge the batteries and have time to think outside the box. For those with time to read we have replaced 'In the news' with 'On the reading list': our pick of the books (business and non-business) to take to the beach.

This month's ebriefing provides a few tips and hints on how to pack up your inbox for the summer holidays and how best to manage should you feel the need to stay in touch.

Kind regards,
Monica

On the reading list

Here is our top ten summer reading list:

1. *Information is Beautiful* - David McCandless
2. *The Shallows* - Nicholas Carr
3. *Wait For Me* - Deborah Devonshire
4. *The Filter Bubble* - Eli Pariser
5. *A Favourite of the Gods* - Sybille Bedford
6. *Alone Together* - Sherry Turkle
7. *The Door* - Magda Szabo
8. *Pure Sport* - John Kremer & Aiden Moran
9. *Hare with Amber Eyes* - Edmund De Waal
10. *Mathematics of Life* - Ian Stewart

What's on your reading list?



Brilliant Email - the book

Copies can be purchased either from bookstores or directly from us for £10.00 (£8.89 plus £1.11 postage & packing).



Email [Susan](#) to order a copy.

Contact points

Phone: 01202 43 43 40

Email: [Monica](#) or [Susan](#)

Web: [Mesmo](#)




Tips of the month

How to manage your inbox at vacation time

Several blogs over the past year have focused on switching off during the holiday period including:



Email addiction: switching off 

Email Out of Office Messages Tell All 

Here are five essential tips to help you downsize your inbox before you go on leave.

1. Set your Out of Office message to run for a day before and a day after you return. This gives you time to clear out old emails and deal with all the new ones.
2. Be ruthless and bold and in the week before you go away unsubscribe from all those emails you really don't need eg newsletters and special promotions etc.
3. Prioritise and set up rules to divert the second order priority emails to folders, thus only leaving the key ones in your inbox.
4. Leave your smart phone at home in the safe and just take a conventional mobile.
5. Be bold. Some people have a rule to send all emails to the Delete file! Their Out of Office message asks people to resend any important messages after their return. The result, just those few emails they really need.

If you feel compelled to login whilst on leave here is our tip:

Only check your email once (and at most twice) a day and preferably at the end of the day so as not to disrupt the day.

When you come back here are ways to save time trawling through the inbox.

1. Talk first then go to your inbox. Within fifteen minutes you will know what's important and what to ignore.
2. Filter by person and conversation (subject) and even on emails sent only to you.
3. Learn to use keyboard shortcut keys to save time handling emails eg CTRL+R to reply.

Events

Brilliant Email Master Classes

Lasting ninety minutes and costing £65 person plus VAT these can save you up to one hour a day every working day.



How's that for a return on the investment in your time and money? The next one is **Wednesday 7**

September at 2.00 pm in central **London**. Alternatively these make an excellent in-company 'lunch and learn' session. For more information or to book a place on a Brilliant Email Master Class, contact Susan either by phone on 01202 43 43 40 or by [email](#).

Office* - September 15 and 16 at Olympia, London

Office* is your opportunity to source 1000's of innovative products, technologies and services from over 175 exhibitors. There is an impressive collection of workshops and masterclasses from 'Personal Effectiveness in an Executive Environment' with Susie Barron-Stubley to 'The Art of Positive Networking' with Sue France. And of course we are running some 'Brilliant Email' masterclasses.

Have you registered and booked your workshop places?
For further information and to register visit the [Office* website](#).

