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### Topic of note

Both 'The Times' and 'The New York Times' ran surveys which suggest that email is rapidly being overtaken by social networking as the medium of choice certainly for those under 30 years of age. See [The Times](#) - subscription only and [The New York Times](#).

Conversely some surveys have shown that social networking as an alternative to email is not growing as fast as anticipated see [Mesmo blog](#). What is your view?

### Poll of the month

Did you log in on Christmas Day?

### Dear Reader,

Welcome to the first e-briefing of 2011. 2010 was a year of changes, with a new book and new website which now incorporates a [Smart Email Management blog](#). We have changed the style and content of the e-briefing newsletter too. We hope you like it and find it more informative.

We greatly value your input so please let us have your comments. Is the new format easier to read and find the information you are interested in? Do you have any challenges trying to access the tips and hints online? What issues would you like us to address in 2011?

Meanwhile, from all of us at Mesmo Consultancy, we wish you a very happy, healthy and prosperous new year.

Kind regards,  
Monica Seeley

### Tips of the month

#### **Folders to help manage email overload**

One way is to use folders although there are those for whom folders are an anathema. For some ideas on how to keep your inbox down in size see these two recent blogs.

**Email overload - the case for folders.** There are two diverse schools of thought on the value of folders as a way to manage email overload. See [Mesmo blog](#)

**Email overload - the case against folders.** It's not uncommon to see inboxes with over 5,000 emails some of which are over seven years old. See [Mesmo blog](#)

[Click here](#) to participate and enter the draw for a free copy of 'Brilliant Email'.

## New Year's resolutions

Like many of you my focus is on saving time and continuing to contribute to the fight against email overload. See [Mesmo blog](#).

What are your resolutions? Email them to [Susan](#). There is a free copy of 'Brilliant Email' for the best one.

## Contact points

Phone: 01202 434340

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

Web: [Mesmo](#)

**Keyboard shortcut keys** are a way to save time too. Here are two for Outlook users:

Ctrl+Shift+V - move an item to a folder

Ctrl+Shift+E - create new folder

**Favorite Folders** is also very useful if you have an elaborate folder structure and want to be able to access a few key folders quickly. Right click on the folder and pick Add to Favorite Folders.

## Brilliant Email

Last chance to attend a free Brilliant Email book launch Master Class - see Events below. Delighted to report that sales are going well. We can do bulk orders too, if you are considering giving copies to colleagues, clients, friends etc. Please contact [Monica](#).

## Events

**20 January** - 'Brilliant Email' book launch and free master class - Manchester.

**26 January** - Smart Email Management Workshop - Dorset Chamber of Commerce.

**15 February** - Smart Email Management Workshop - London.

See [Mesmo events](#) or email [Susan](#).