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Articles of note

Tablets to cure our smartphone sickness. Lucy Kellaway's take on how tablets expose all, when used in meetings see: [Financial Times 4 April 2011](#)

Bloggin's not a job - it's an expensive addiction. James Delingpole's thought provoking article on how blogging is eroding the journalist's income see: [Spectator article](#)

Absenteeism costing UK business £32 billion a year finds recent survey by [PwC](#).

Dear Reader,

Welcome

We hope you had the chance to enjoy the wonderful April weather. For those who took time off, there are tips on saving time dealing with the inevitable holiday backlog.

In May we have a host of activities to help you improve efficiency through smart email management.

- Brilliant Email Master Class - just ninety minutes to help you save up to one hour a day every working day: Monday 9 May.
- Cybercrime - a special workshop with one of Dorset's leading accountancy firms (Princecroft Willis) on reducing the risk to you and your business: Thursday 19 May.
- 'Green Office Week' is May 9 to 13 - we have included ways to contribute through being a sustainable email user.

See the [Events](#) section below for more information.

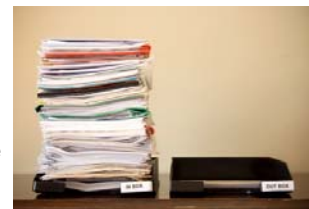
Kind regards,

Monica Seeley

Tips of the month

Email overload

Ten days per person per year is the average for sick leave. Given email overload is still among the top ten 'stressors' how much does it contribute to absenteeism? Here are three recent posts from the Mesmo Consultancy Blog to help protect you from email and information overload which is now a prevalent disease of the 21st century working life.



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 434340

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

Web: [Mesmo](#)



- Unsubscribe to save yourself from the information overload disease -
- Spring clean your inbox -
- Say 'no' when people ask you to email them what you have just asked (told) them -

Sustainable email

How will you contribute to [Green Office Week](#) (May 9 to 13)? An easy and quick way to contribute is through making sure your emails are environmentally friendly see - [Mesmo blog](#)

From Monica's daily tips on Twitter, three tips to help you be a more sustainable emailer:

1. Reduce the volume of email traffic you send by 10% every day for a week.
2. Edit your emails before forwarding then to keep them short. Remove duplicate disclaimers.
3. Shorten your signature block: remove all those images and logos and if you must include strap-line, keep it to one, not a whole string of them.

Events

Brilliant Email Master Classes

They last ninety minutes and cost £65 person plus VAT and 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 ones are on:



Monday 9 May at 9.30 - Dorset
Monday 6 June at 14.00 - London
Wednesday 29 June at 9.30 - Dorset

Many of our clients are finding they make an ideal in-company 'lunch and learn' session.

How much is careless use of the internet costing you (and your business)?

How to manage and protect yourself from cybercrime. A joint seminar with Princecroft Willis on Thursday 19 May in Poole Dorset.

For more information on these events see the [Events page](#) on our [Mesmo website](#), or phone Susan on 01202 434340, or email [Susan](#).

Forward email



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