

# E-briefing

Summer 2010

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## Quick links and ways to contact Mesmo

[Mesmo website](#)

[Email Angela](#)

[Email Monica](#)

Phone:

+ 44 (0) 1202 434340

## Dear Reader,

Welcome to the Summer edition of the Mesmo Consultancy e-briefing.

First, very many thanks to everyone who contributed to my third book, *Brilliant Email*. It is due for publication in November by Pearson as part of their Brilliant Business books series.

This edition of our e-briefing focuses on the holiday season with tips on how to manage your email whilst on leave and some suggested holiday reading.

Don't forget if you want to learn how to save yourself at least half an hour a day dealing with email, Wednesday 14 July is the last public Smart Email Management workshop before the summer break.

Of course, we can always come and run an in-company workshop at any time and any location.

## Client focus

**Executive PA Forum** in Dublin.

We were delighted to be invited to work with Zoom In for Dublin's inaugural two day PA & Secretary Forum.

About one hundred PAs and Secretaries from a cross section of sectors (public and private) attended a range of motivational and skills talks and workshops over the two days.



## In the news



### Lack of sleep - the enemy of productivity

Yet another study on how much time we waste at the internet and how this creates the long hours work culture which eats into the time we have to sleep. Lack of sleep leads to lower productivity. See:

[Sleep study](#)

## Tips and hints - dealing with your email on leave and on your return to the office



Research for the book highlighted again the need for a clean break from the office whilst on leave. Indeed I scored a first, by not logging in at all on my week's leave after completing the first draft of the book. The positive effect on my stress and relaxation levels was quite noticeable.

Here are **five** tips for managing the inbox on leave and return.

1. In the week before going on leave be ruthless and prioritise what emails you really, really need to see. Unsubscribe to redundant newsletters and cc'd lists and write rules to park automatically second priority emails in folders.
2. Clean up your inbox: clear out all non-essential emails either into a Pending Folder or delete them.
3. On leave if you are tempted to log-in, either leave it until the end of the day or the day before returning.
4. On day one of your return before touching your emails, go and talk to key colleagues. You will pick up on what's been happening much quicker than ploughing through hundreds of emails.
5. When you do deal with your email, sort (group) emails by, Subject, From, Cc etc. In Outlook 2007 you can sort on two fields eg From and Subject. Sort on the primary field (eg From), then hold down the Shift key and click on the secondary field (eg Subject).

Don't forget - for daily tips and hints, follow Monica Seeley as the EmailDoctor on [Twitter](#).

## Holiday reading



Here is a selection from books read as part of writing *Brilliant Email* and which I felt were particularly insightful.

1. *In Office Hours* by Lucy Kellaway. If you ever doubted that either that you could keep an office affair quiet or that our email is a DNA fingerprint of you as a person, think again.
2. *The Tyranny of E-Mail* by John Freeman. In-depth review of how email misuse is draining our ability to be creative and productive.
3. *The 80-20 Principle* by Richard Koch. A little long but a good reminder about the need to focus ones attention and effort especially as we enter austere times ahead.
4. *The 4-Hour Week* by Timothy Ferris. Cherry pick the good ideas, but not sure about a four hour week *per se*.
5. *The Good Earth* by Pearl S. Buck. Won the 1932 Pulitzer Prize. Written well before the advent of email. Pure fiction but contains invaluable lessons about how to survive on less yet still make money despite the frailty of human nature.

## Workshops and events



### Smart Email Management Workshop 14 July, London

Our own workshop - for more information and to book a place contact Angela or phone 01202 434340.

**Office\* 2010**

**21 & 22 September, London**

The new event for Office Professionals, PAs, Office Managers and Executive Assistants. Mesmo Consultancy are delighted to be hosting workshops and a stand. To register see: [Office\\* 2010 website](#)



With all good wishes,

Dr Monica Seeley  
Mesmo Consultancy

Mesmo Consultancy | 5 Rolls Drive | Bournemouth | Dorset | BH6 4NA | United Kingdom