# Best Practices for Email Management

**Delete it.** Can you find the info elsewhere? Delete!

**Delegate it.** Identify the most appropriate person to respond to the email, delegate, and delete it.

**Do it.** If it takes 2 minutes or less, then do it NOW! 30% of all email can be addressed this way.

**Defer it.** If it will take longer than 2 minutes, flag or color code for future reference.

**File it.** Create folders that apply to the functions of your office. Don't clog up your inbox and sent mail!

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## Quick Deletes

Toss these types of records when you no longer need them:

- Drafts
- Automatically Generated Notices
- Routine Requests for Information
- Duplicates
- Canned Reports from MyFD
- Notices and Memos
- Published Reference Materials

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## Tools to Keep Your Inbox Clean

Don't let your inbox fill up with **R.O.T.**

Outlook has tools to organize and manage your emails.

- Conversation View
- Flags
- Categories
- Search

**Quick Steps**

- Rules and Alerts
- Clean Up
- Retention Policies

**R.O.T.** = Redundant, Obsolete, and Transitory

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## 5 Common Records for Teaching Faculty

Use the following keywords on the University General Schedule Search to find retention for these records:

1. Course Materials
2. Student Assignments
3. Reference Letters
4. Student Emails
5. Textbooks

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*Find more tips:* [finance.uw.edu/recmgt/email](http://finance.uw.edu/recmgt/email)

*Learn more:* [finance.uw.edu/recmgt/gs/transitory](http://finance.uw.edu/recmgt/gs/transitory)

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