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!

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

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

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

5 Research/Grant Records Worth Looking Up

Use the following keywords on the University General Schedule Search to find retention for these records:
1. Research Records and Data
2. Financial Records
3. Drug Development
4. Administration Records
5. Time Records

Find more tips: finance.uw.edu/recmgt/email
Learn more: finance.uw.edu/recmgt/gs/transitory
Find more tips: finance.uw.edu/recmgt/email
Search here: finance.uw.edu/recmgt/gs/research