### Best Practices for Email Management

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delete it.</strong></td>
<td>Can you find the info elsewhere? Delete!</td>
</tr>
<tr>
<td><strong>Delegate it.</strong></td>
<td>Identify the most appropriate person to respond to the email, delegate, and delete it.</td>
</tr>
<tr>
<td><strong>Do it.</strong></td>
<td>If it takes 2 minutes or less, then do it NOW! 30% of all email can be addressed this way.</td>
</tr>
<tr>
<td><strong>Defer it.</strong></td>
<td>If it will take longer than 2 minutes, flag or color code for future reference.</td>
</tr>
<tr>
<td><strong>File it.</strong></td>
<td>Create folders that apply to the functions of your office. Don’t clog up your inbox and sent mail!</td>
</tr>
</tbody>
</table>

### 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
- Quick Steps
- Rules and Alerts
- Clean Up
- Retention Policies

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

### 5 Student Records Worth Looking Up

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

1. Student Folders
2. Advisor’s Files
3. Applications
4. Appeals and Waivers
5. Student Assignments

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)

Search here: [finance.uw.edu/recmgt/gs/student](http://finance.uw.edu/recmgt/gs/student)