Digital Spring Cleaning

Janice Simon
Leadership Practitioner, Leadership Institute
Two Types of Spring Cleaning
EVERYTHING IS CANCELLED.

You want to know what's not cancelled?

Laundry.
Laundry is NEVER cancelled.

Mom is working in this room

The ONLY acceptable reasons to interrupt mom today (4/21/20) are:

- You're dying.
- Someone else is dying.
- The dog pooped in the house.
- There's a whiskey/margarita/taco/ice cream truck driving by.
- Some super scary person is ringing the doorbell.
- There's a fire. You're on fire. Everything is on fire.
- The cast of Magic Mike is about to do a performance in the front yard.
- You puked or truly think you might puke.
- Someone broke a bone in the bounce house or on the swing.
- There's a rabid squirrel in the house and it's shredding up our toilet paper supply.
- A meteorite or other space junk has crashed through the roof... and it's raining.
- There's a hurricane, cyclone or tornado.

END OF LIST
Give Yourself a Break

- Do what you can do
- Tiny Tasks: Chunk tasks into 15, 20 or 30 minute increments
- Focus on the important things
- **HBR Article**: *Perfectionism will slow you down in a crisis*
Common Charging Spot

- Tech charging for everyone
- Use alarm clocks for wake up
- Tech center for labeled cords
- Attractive boxes in easy to access spot
Papers and Mail

- Command Center
- Filing system for important papers (digital and paper)
- Daily triage, weekly administrative time
- Shredding
- Regular back-ups for computers and phones
App Clean Up

- Delete the apps that you haven’t used in six months to a year
- Stop notifications you don’t want
- Battery check
  - Apps running in the background
  - Apps with locations turned on that don’t need unless you’re using it
Services and Subscriptions

- Check your subscriptions
  - Emails, newsletters, magazines, etc.
  - What can you cancel?
  - What do you want to renew or change?
  - You can cancel some now even if the deadline is a few months away
- Any services you want to sign up for or cancel?
The Weekly Family Meeting

- Family calendar
- Family responsibilities
- Standard Operating Procedures
- Family fun
- Even if you’re single or a couple without kids
Outlook Mail Options

- File – Options - Mail:
  - Turn off email alerts
  - Turn on/off spelling before sending
  - Create or modify your signature
  - Turn on/off read receipts and delivery receipts
Outlook Options

Files – Options – Calendar:
- Set up your standard work hours for the calendar

Files – Options – People:
- Set default for first and last name order

Files – Options – Tasks:
- Set reminders on tasks with due dates
- Set color for overdue and completed tasks
When you open your inbox…..

- First, delete the emails you know you don’t want.
- Second, scan your emails and determine which one is the most important to open.

Your choices with emails:

- Act
- Delete
- File
- Gather more information
- Cool down before answering

If this email was a piece of paper, would you keep it?
Clean Up Your Inbox

- Sort by name or size
- Hit a letter to skip to different letters of the alphabet in the inbox
- Spend 15 minutes each day on a different letter.
  - In a month, your inbox is leaner and cleaner
- Detach your attachments and delete emails
- Choices when cleaning: Delete or file
  - File: Put in folder, add to contacts
Clean Up Your Inbox

- Rules: Use to move, delete, forward or reply to emails
- Right click on email – Rules – Create Rule
- Click on Rules at the top of the screen
- If you apply a new rule to your inbox, it may take a while for it to completely run
Email Tricks

- Resend email you’ve sent before: Actions - Resend
- Send email later: Options – Delay Delivery
  - Can also set an “expire” date
- Options - Voting buttons for simple requests
- Options - Direct Replies to another person
- Message – Signature
  - Can set up multiple signatures depending on the situation
Filing Your Emails

To file or not to file?
- Depends on the volume of emails
- Does it take a long time for your email to load?
- Inbox will be new email and action items
- Is it important? Is it useful? Are there any rules about how long you need to keep it?

Create folders
- Subject
- Today, This Week, This Month/Quarter, FYI

Rename, delete or move folders as needed

Outlook file names should be the same as your paper and digital files at your desk
Email management tips

- Eliminate anything from your signature that becomes an attachment on a mobile device
- For grand round type events, send calendar attachments instead of calendar invitations to avoid calendar phantoms
- Use good subject lines
  - FYI, Action Needed, etc.
- Use BCC to send group emails
  - Eliminates the Reply All Madness
  - Don’t have to scroll through names to get to the message
- Use Read Receipt judiciously
Organizing Electronic Files

- Create an outline of your filing system
- Use broad categories (don’t overthink it)
- Use sub-folders for more specific topics
- Create the folders on your server and then drop files in

What’s in a name?
- Use dates or “version A” on work in progress
- What do YOU call it?
- Use keywords for searching
- It’s okay to rename a document or photo
Organizing Electronic Files

- Broad categories:
  - Travel
    - AAMC 2012
    - AAMC 2011
  - Presentations
    - Grand rounds 2011
    - Leukemia talk
  - Administration
    - CV
    - Staff Meeting
  - Manuscripts
    - Writing in Progress
    - Completed Manuscripts
    - Book Chapter