

## Experiment 4

### Protect your time

Start blocking out the first two hours of your day from now on.

If you have to wait a few weeks until you can begin doing this, that's okay.

However, you could also try and move some of your meetings or other tasks to later in the day. Try and reschedule as much as you can to free up that time, and then protect your two most valuable hours.

### Control your inbox

Start to practise how you control your inbox. Spend no more than five minutes on this in the morning and set a timer on your watch or smart phone to keep you honest.

1. Run down the inbox and identify the 10 per cent that require a considered response.
2. Determine if those responses are needed immediately or can be scheduled.
3. Schedule the responses accordingly (over the first 2 hours of the coming weekdays).
4. Leave the rest until later in the day.

Some additional tips:

- **Unsubscribe immediately from anything you can**, or most of the newsletters that come to that email address. Do it right now. If there are newsletters you like, then set up a rule or folder for them, or follow them on social media instead.
- **Stop sending emails**, so people don't always feel they have to return one to you! Use instant messaging services for quick communication and save email for things that require considered responses, an evidence trail or attachments.
- **Send better quality emails**. Put the action required in the subject line, for example 'Action required', 'FYI only', 'Please respond' or 'Decision required'. Also, put as much in the email as you can to help the other person respond. I once went back and forth for about eight messages just to set up a meeting. If I had done a better job in the first email, I would have only needed two!