Experiment 6

How much time could you save if you reduced your email by, say, 20 per cent?

In the example in table 6.1, which is based on the average amount of email my clients tell me they are sending and receiving per day, a 20 per cent reduction could recover 28 days of productive work time.

That's a whole month! What would you do if you had an extra month of time in the year?

Table 6.1: calculate your savings

Actual email received		Example	You
Number of emails received per day		*80*	
Multiply by 240 workdays per year (adjust +/-)		*240*	
Annual email received	**A**	***19 200***	
Annual email sent			
Number of emails sent per day		*60*	
Multiply by 240 workdays per year (adjust +/-)		*240*	
Annual email sent	**B**	***14 400***	
Annual days spent processing email			
Add A + B		*33 600*	
× 2 minutes per email		*67 200*	

Convert to hours by dividing by 60 minutes		*1 120*	
Divide by 8 work hours per day	**C**	*140*	

Days saved by 20 per cent email reduction

C × 20 per cent	*28*	

Play with the percentage. Start with 10 per cent or go as high as 50 per cent. Play with the math.