

Tame the Email Beast (60 minutes)

Pre-Work

- Read Chapter 9 - *Tame the Email Beast*: Pages 177-200
- Bring laptops, gadgets, etc. fully charged
- Bring your greatest challenge in keeping your inbox under control

Agenda

Objective	<ul style="list-style-type: none"> • Tame The Email Beast by Writing Better Email and Minimizing Time Spent “Doing Email” 		
Topic	Time	Suggested Reflection Questions & Exercises	Notes & Next Steps
Greetings / Objective	5 min	<ul style="list-style-type: none"> • What makes it hard at our school to process and respond to all of our email? 	
Discuss pre-reading: 178-190	10 min	<ul style="list-style-type: none"> ▪ Rate your Inbox Organization on a scale of 1-5. What works for you about your inbox organization? What would you like to change? ▪ Rate your Email checking habits on a scale of 1-5. How do your current habits support and/or detract from effective communication? ▪ Review the STAR method on pg. 189. What feels easiest to incorporate? The most challenging? What excites you about this method? What might seem scary or overwhelming? 	
Discuss pre-reading: 190-200	10 min	<ul style="list-style-type: none"> • Compare the different versions of written emails on pgs. 192 & 193 and 194 & 195. What stands out to you about the “corrected” versions? What changes can you see yourself incorporating? Which tips are most useful to you in communicating with colleagues and families? Is there anything you see here that you don’t like? 	
Practice Time	30 min	Book Club Members: <ul style="list-style-type: none"> • Create the folders you need in your e-mail providers (Refer to pages 182-185 for help and ideas!) • Select times of day to answer e-mails and block them into your schedules or Weekly Worksheets • Synchronize your smartphones with your computer’s inboxes • If time allows – use the STAR method to process your backlog of email 	
Closing	5 min	<ul style="list-style-type: none"> • What are your next steps to “tame the email beast”? 	

Additional Questions for Pre-Reading, During-Reading, Reflection or Discussion	
178-190	<ul style="list-style-type: none"> ▪ Why is email so irresistible? ▪ Why would being intentional about when we check email help us be more efficient? ▪ When will you check your email during the day? ▪ What is the state of your work inbox? Of your personal inbox? About how many emails do you have in each? How many inboxes do you have? ▪ What email folders do you need to make? ▪ What email folders do you need to delete?
190-200	<ul style="list-style-type: none"> • How could clear subject lines help us process email faster? • What are some strategies we could use to write clearer email? • What do you do when you have a thought you want to share with someone at your school? • What are some situations for which email might not be the best way to communicate? ▪ Is there anything we want to do at our school to promote better email practices?