

UAB LEARNDEV WHISPER

A Weekly Publication of Learning

Spring Cleaning

Spring is here and it is time to do what....SPRING CLEAN!

No, we don't mean your closet, but instead, your inbox. It is time to tackle that email monster and take control. We receive so many emails every day, and chances are, we keep all or most of them, right? But is it necessary to keep all of them?

If your Inbox has more than 50 emails, it is time to read them (if they are unread) and then proceed to either filing or deleting them.

CALL TO ACTION:

1. **Set aside 5-10 minutes each day to cleaning your inbox.**
2. **Create file folders to help with archiving.**
3. **Color-code messages by importance.**
4. **Stay ahead by cleaning your inbox, folders and emails often.**

KEEP ON LEARNING*

- ▶ Watch [Working with Folders and Subfolders](#) (2m 52s).
- ▶ Watch [David's Rule of Email Organization](#) (2m 9s).
- ▶ Watch [Deleting Old Messages](#) (2m 20s).
- ▶ Watch [Color-coding Important Messages](#) (1m 17s).

**Benefits-eligible UAB, VIVA Health, Callahan, UABHS and HSF employees have free access to LinkedIn Learning platform and must log in using their UAB email address. If you have questions, please email campuslearning@uab.edu.*