

## The 7 AST E-mail Management Tips

### 1. Follow the two-step program: 1, 2 and In!

1. **AST Prioritize:** Start here three times a day. Delete (black round button), flag (red and green round buttons) or archive (brown file cabinet button) using the AST Toolbar.

2. **AST Process:** Answer mails immediately using the 2-minute rule or add next actions and when.

**In!** Work out of your Inbox (AST New and Due view)

2. **Use the 2-minute rule:** Don't bother with next actions and due dates if you can answer a mail within two minutes.

3. **Tab between columns** in order to avoid deleting text in the next action column

4. **Keep the "AST New and Due" view** as your default view. Click on the view name to change to the "AST All E-mails" view and review once or twice a week or as needed.



5. **Be specific with next actions** Don't just write "read" or "answer". Think: Who - will do what about what? Remember to put the name of the person first, so that you can sort easier.

6. **Don't over-use categories.** Use them sparingly to differentiate important from unimportant mails. Find mails that are missing categories in your AST Archive in the AST Categorize folder and categorize them.

7. **Delete mails once you have responded to them.** Remember that you don't need the "A" mail if you have the "A+B" mail in your sent items. Keep them only if you have next actions assigned or if they have an attachment you wish to keep together with the mail.

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### The advantages of using Arendia Streaming Techniques (AST)

- No more reading the same mail over and over again (Next Action)
- See exactly what is going on (*Dashboard* - especially in AST All E-mails view)
- Action your mails based upon your priorities - not the most recent mail (Work by design, not default)
- Plan when your mails are due according to your needs. Use the AST All E-mails view a couple of times a week to reschedule "When" mails are due.
- Zero your Inbox in the AST New and Due view every day. (Relieve stress)

If you have any questions, call Arendia ApS at +45 3945 1200 or +46 40 977 556

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