



smallbizlady:	Welcome to #SmallBizChat, a weekly conversation where emerging small business owners can get answers to their questions. #smallbizchat
smallbizlady:	Welcome to my co-host & online business manager buddy @TaiGoodwin & our virtual assistant @SoniaSchenker #smallbizchat
smallbizlady:	Q: What's the focus of #Smallbizchat? A: To end small business failure by helping you succeed as your own boss #smallbizchat
MagneticSilvia:	Hi everyone! #smallbizchat
TaiGoodwin:	Excited to learn how to tame my email tonight with @Marshaegan on #smallbizchat
philsimon:	Attending @smallbizlady #SmallBizChat right now. #smallbizchat
TechDivasGlobal:	#smallbizchat Hello
smallbizlady:	Right now on #SmallBizChat Getting control of your email with Marsha Egan @marshaegan http://bit.ly/f1BVU3 #smallbizchat
smallbizlady:	Welcome to Marsha Egan @marshaegan, author of Inbox Detox and the Habit of E-mail Excellence #smallbizchat
yourjobmyoffice:	Just followed you today. Nice to see you here. RT @philsimon: Attending @smallbizlady #SmallBizChat right now. #smallbizchat
TaiGoodwin:	@philsimon Welcome to the chat! #smallbizchat
marshaegan:	I am so happy to be here, especially after being w/out power for 8 hours today! #smallbizchat
doggdaze:	Hello everyone. Looking forward to tonight's #smallbizchat
TaiGoodwin:	RT @smallbizlady: Welcome to Marsha Egan @marshaegan, author of Inbox Detox and the Habit of E-mail Excellence #smallbizchat
smallbizlady:	Q1: WHY SHOULD WE BE CONCERNED WITH E-MAIL AND INBOX PRODUCTIVITY? #smallbizchat
DorethiaConner:	RT @TaiGoodwin: RT @smallbizlady: Welcome to Marsha Egan @marshaegan, author of Inbox Detox and the Habit of E-mail Excellence #smallbizchat
WithinEssence:	RT @SmallBizLady Q: What's the focus of #Smallbizchat? A: To end small business failure by helping you succeed (cont) http://tl.gd/8igspq
marshaegan:	A1.1 The more productive we can be, the more effective we can be. Emailing habits sap productivity more than people realize. #smallbizchat
philsimon:	Nice to meet you, @yourjobmyoffice #smallbizchat
smallbizlady:	@marshaegan Thank you for being such a trooper for us tonight Marsha :) #smallbizchat
marshaegan:	A1.2 Basex, a research firm, estimates \$900 mill of productivity is lost yearly due to e-mail misuse. http://inboxdetox.com/ #smallbizchat
doggdaze:	RT @smallbizlady: Q1: WHY SHOULD WE BE CONCERNED WITH E-MAIL AND INBOX PRODUCTIVITY? #smallbizchat
yourjobmyoffice:	Lots of ice in northeast! RT @marshaegan: I am so happy to be here, especially after being w/out power for 8 hours today! #smallbizchat



DorethiaConner:	tuning in to #smallbizchat!
JDEbberly:	RT @smallbizlady: Q1: WHY SHOULD WE BE CONCERNED WITH E-MAIL AND INBOX PRODUCTIVITY? #SmallBizChat
PersonaAffairs:	@SmallBizLady Greetings ladies and gents??? It's my 1st #smallbizchat
MagneticSilvia:	RT @marshaegan: A1.1 The more productive we can be, the more effective we can be. Emailing habits sap productivity more than people realize. #smallbizchat
philsimon:	@smallbizlady - @tweetgrid is pretty neat. Very much like #hootsuite. Looking forward to being on it. #smallbizchat
EverydayUplift:	RT @marshaegan: A1.The more productive we can be, the more effective we can be. #SmallBizChat
justicewordlaw:	Hello everyone #smallbizchat
toddysm:	RT @marshaegan: A1.2 Basex, a research firm, estimates \$900 mill of productivity is lost yearly due to e-mail misuse.... #smallbizchat
WithinEssence:	RT @SmallBizLady Q1: WHY SHOULD WE BE CONCERNED WITH E-MAIL AND INBOX PRODUCTIVITY? #smallbizchat
marshaegan:	A1.3 Mastering excellent e-mail productivity habits is a business winning strategy b/c yu have the edge over the competition #smallbizchat
smallbizlady:	@PersonaAffairs welcome! #smallbizchat
justicewordlaw:	RT @EverydayUplift: RT @marshaegan: A1.The more productive we can be, the more effective we can be. #SmallBizChat
philsimon:	My general rule: more than three emails means it's time for someone to pick up the phone. #smallbizchat
JDEbberly:	RT @marshaegan A1.1The more productive we are, more effective we be.Emailing habits sap productivity more than ppl realize. #SmallBizChat
justicewordlaw:	RT @WithinEssence: RT @SmallBizLady Q1: WHY SHOULD WE BE CONCERNED WITH E-MAIL AND INBOX PRODUCTIVITY? #smallbizchat
yourjobmyoffice:	@philsimon Nice to meet you, too. BTW, I'm in northern NJ. Are we neighbors? #smallbizchat
TaiGoodwin:	Q1: WHY SHOULD WE BE CONCERNED WITH E-MAIL PRODUCTIVITY? #smallbizchat
smallbizlady:	Q2: HOW CAN WE RECLAIM AN HOUR OF PRODUCTIVITY PER PERSON PER DAY? #smallbizchat
doggdaze:	RT @marshaegan: Emailing habits sap productivity more than people realize. #smallbizchat
JDEbberly:	@PersonaAffairs Welcome to SmallBizChat! We're glad you joined us tonight! :) #SmallBizChat
tusken:	@SmallBizLady is doing here #SmallBizChat right now with @MarshaEgan - Tune in and learn a thing or two about email marketing.
theflagagency:	@SmallBizLady I think we should treat email like snail mail, do something with it when received. File it, reply, or delete #smallbizchat
smallbizlady:	RT @philsimon: My general rule: more than three emails means it's time for someone to pick up the phone. #smallbizchat
butterflylost:	RT @smallbizlady: Welcome to #SmallBizChat, a weekly conversation where emerging small business owners can get answers to their questions. #smallbizchat
doggdaze:	RT @philsimon: My general rule: more than three emails means it's time for someone to pick up the phone. #smallbizchat



TaiGoodwin:	@PersonaAffairs @JDEbberly @DorethiaConner - Welcome to the chat! #smallbizchat
justicewordlaw:	If we are emailing and the inbox gets to 5 emails then it is time to discuss via phone or skype #smallbizchat
marshaegan:	RT @philsimon You got it Phil. Good point! #smallbizchat
TaiGoodwin:	@justicewordlaw Hey there - welcome #smallbizchat
JDEbberly:	RT @marshaegan: A1.2 Basex, a research firm, estimates \$900 mill of productivity is lost yearly due to e-mail misuse... #SmallBizChat
EverydayUplift:	@marshaegan... Never would have guessed that... but I guess the 1400+ emails in my inbox are slowing me down some...lol #SmallBizChat
marshaegan:	A2.a By taking control and eliminating e-mail interruptions, most people can reclaim an hr or more per day of productivity #smallbizchat
drjfpmd:	RT @smallbizlady: Right now on #SmallBizChat Getting control of your email with Marsha Egan @marshaegan http://bit.ly/fIBVU3 #smallbizchat
toddysm:	@philsimon Really good one - I can't stand those long email threads where people ask one question at a time :) #smallbizchat
yourjobmyoffice:	A1: my biz revolves around email corresp w/clients. If it's not organized, I'm losing money. #smallbizchat
philsimon:	On my first @tweetgrid chat with @MarshaEgan talking about email and productivity. #smallbizchat
justicewordlaw:	Q2: You just have to set a very consistent schedule each day per client and make sure you fit those specific needs #smallbizchat
JDEbberly:	RT @marshaegan A1.3 Mastering excellent e-mail productivity habits is biz winning strategy b/c you have edge over competition #SmallBizChat
doggdaze:	@philsimon That makes a lot of sense. If it cannot be communicated within three emails in a short amount of time then call #smallbizchat
JDEbberly:	RT @smallbizlady: Q2: HOW CAN WE RECLAIM AN HOUR OF PRODUCTIVITY PER PERSON PER DAY? #SmallBizChat
justicewordlaw:	@TaiGoodwin thank you #smallbizchat
TaiGoodwin:	RT @marshaegan: A1 Emailing habits sap productivity more than people realize. #smallbizchat
marshaegan:	A2.b E-mail has become the most prolific interrupter in our daily lives, with many people receiving 100+ a day. #smallbizchat
TaiGoodwin:	RT @marshaegan: A1.2 Basex, a research firm, estimates \$900 mill of productivity is lost yearly due to e-mail misuse. #smallbizchat
doggdaze:	I tend to spend more time than needed looking at email. I tend to be more productive when I shutdown my email #smallbizchat
DorethiaConner:	@justicewordlaw I agree - at some point you have to realize email won't convey your ideas #smallbizchat
TaiGoodwin:	RT @smallbizlady: Q2: HOW CAN WE RECLAIM AN HOUR OF PRODUCTIVITY PER PERSON PER DAY? #smallbizchat
theflagagency:	@SmallBizLady We have to remember that we have the same number of hours as Mother Theresa, Ghandi and Michaelangelo #smallbizchat



smallbizlady:	RT @theflagagency: @SmallBizLady I think we should treat email like snail mail, when received. File it, reply, or delete #smallbizchat
JDEbberly:	Heads UP to my followers for more tweets than usual as I join SmallBizChat from 8pm to 9pm already in progress #SmallBizChat
butterflylost:	RT @smallbizlady: RT @philsimon: My general rule: more than three emails means it's time for someone to pick up the phone. #smallbizchat
TaiGoodwin:	I keep a folder called response required for things that need a reply. #smallbizchat
DorethiaConner:	RT @marshaegan: A2.b E-mail has become the most prolific interrupter in our daily lives, w/many ppl receiving 100+ a day #smallbizchat
justicewordlaw:	A2: When I am sick emailing is one of the hardest things to catch back up on. There is no way to catch back up & be consistent #smallbizchat
TechDivasGlobal:	Q2 Take advantage of mobile tools #SmallBizChat
JDEbberly:	RT @marshaegan: A2.b E-mail has become the most prolific interrupter in our daily lives, with many people receiving 100+ a day #SmallBizChat
TaiGoodwin:	RT @marshaegan: A2.b E-mail has become the most prolific interrupter in our lives, with many people receiving 100+ a day. #smallbizchat
doggdaze:	RT @marshaegan: A2.a By taking control and eliminating email interruptions, most people can reclaim an hr +/-day of productivity #smallbizchat
WithinEssence:	RT @SmallBizLady RT @philsimon My general rule: more than three emails means it's time for someone to pick up the phone. #smallbizchat
smallbizlady:	Q3: HOW CAN WE MINIMIZE OUR INTERRUPTIONS? #smallbizchat
JDEbberly:	RT @TechDivasGlobal: Q2 Take advantage of mobile tools #SmallBizChat
toddysm:	A2: Don't allow email to be the distracting force - check emails only at certain intervals and disconnect in between #smallbizchat
mentormarketing:	has anyone tried adding links to mp3 explanations to cut down on email volume for followups? #SmallBizChat
justicewordlaw:	@DorethiaConner yes that is true, emails just give a simple understanding but for more details you have to talk #smallbizchat
marshaegan:	A3.a The best way to minimize our e-mail interruptions is to turn off all the stimuli. Dings. Flashes. Shut the screen down. #smallbizchat
JDEbberly:	@PersonaAffairs I am guilty as charged about my email - I am backed up over 17,000 at present #SmallBizChat
TaiGoodwin:	@theflagagency: Did they have email? #smallbizchat
theflagagency:	@SmallBizLady Work at home, treat yr office like an office & when the door is shut, do not disturb. Set a time for emails too! #smallbizchat
philsimon:	A2: get people to pick up the phone when needed; a 3 min talk can obviate need for five emails. #smallbizchat



marshaegan:	A3.b To master ur e-mail productivity, discipline urself 2 chk ur e-mail in the longest intervals possible- we rec 5 x/day #smallbizchat
EverydayUplift:	A2, the VA's would suggest that their services will boost our productivity... #SmallBizChat
TaiGoodwin:	RT @smallbizlady: Q3: HOW CAN WE MINIMIZE OUR INTERRUPTIONS? #smallbizchat
smallbizlady:	@mentormarketing no, but that is an interesting idea #smallbizchat
justicewordlaw:	A3: By focusing just on one technology tool at a time, only be on your laptop and not your mobile device as well #smallbizchat
doggdaze:	RT @smallbizlady: Q3: HOW CAN WE MINIMIZE OUR INTERRUPTIONS? #smallbizchat
WithinEssence:	RT @theflagagency @SmallBizLady I think we should treat email like snail mail, when received. File it, reply, or delete #smallbizchat
marshaegan:	A3.c Check ur inbox 1st in the AM, mid-AM, > lunch, midafternoon, & end of day, u can work uninterrupted 90 min in between #smallbizchat
toddysm:	A2: BTW, this is also true for other interruptions like chat, Twitter :) not only email #smallbizchat
smallbizlady:	How to participate in #SmallBizChat http://bit.ly/S797e ; join in via tonight's tweetgrid: http://bit.ly/hPgBzo #smallbizchat
JDEbberly:	RT @TaiGoodwin: RT @smallbizlady: Q3: HOW CAN WE MINIMIZE OUR INTERRUPTIONS? #SmallBizChat
TaiGoodwin:	I read an article that recommended having multiple screens - with one just for email that you could turn off or on as needed #smallbizchat
smallbizlady:	Tweeting live on #SmallBizChat with Marsha Egan @marshaegan - How to get control of your email http://bit.ly/fIBVU3 #smallbizchat
JDEbberly:	RT @justicewordlaw: A3: By focusing just on one technology tool at a time, only be on ur laptop and not ur mobile dev as well #SmallBizChat
EverydayUplift:	A3... Be proactive, alot a certain time slot for it an stick to it!! #SmallBizChat
smallbizlady:	For even more great content join the #Smallbizchat Linkedin group! http://bit.ly/smallbizchatonlinkedin #smallbizchat
philsimon:	A3: it's difficult to resist the temptation to check email every hour. It's a function of our society. #smallbizchat
MagneticSilvia:	RT @theflagagency: @SmallBizLady I think we should treat email like snail mail, do something with it when received. File it, reply, or delete #smallbizchat
justicewordlaw:	a3: It is hard not to have interruptions it seems #smallbizchat I always run into them every day
doggdaze:	RT @marshaegan: The best way to min our email interruptions is turn off all the stimuli. Dings. Flashes. Shut the screen down. #smallbizchat
smallbizlady:	Look who's coming up on #smallbizchat in Feb 2011 http://bit.ly/gH0ITj
justicewordlaw:	RT @EverydayUplift: A3... Be proactive, alot a certain time slot for it an stick to it!! #SmallBizChat
TaiGoodwin:	RT @toddysm: A2: Don't allow email to be the distracting force - check only at certain intervals & disconnect in between #smallbizchat
smallbizlady:	Q4: EXPLAIN THE TWO MINUTE RULE. #smallbizchat



mentormarketing:	it saves me time when sending out weekly status updates RT @smallbizlady: @mentormarketing no, but that is an interesting idea #SmallBizChat
yourjobmyoffice:	It's true. A good VA will.. RT @EverydayUplift: A2, the VAs would suggest that their services will boost our productivity... #smallbizchat
JDEbberly:	RT @marshaegan A3.b To master ur e-mail productivity, discipline urself 2 chk ur e-mail longest intervals poss-we rec 5 x/day #SmallBizChat
Zimana_:	RT @smallbizlady: Liive on #SmallBizChat with Marsha Egan @marshaegan - How to get control of your email http://bit.ly/fIBVU3 #smallbizchat
PersonaAffairs:	With being on so many social media platforms emails take over by at least 200 per day #smallbizchat
doggdaze:	@TaiGoodwin That's a really good idea. [two screens-one with email] #smallbizchat
theflagagency:	@SmallBizLady Are we still talking #smallbizchat or have you been talking to my wife?
JDEbberly:	RT @marshaegan: A3.c Check ur inbox 1st in the AM, mid-AM, > lunch, midaft, & end of day, u can work unint 90 min in btwn #SmallBizChat
toddysm:	@smallbizlady What is the 2 min rule? #smallbizchat
JDEbberly:	RT @smallbizlady: Look who's coming up on #smallbizchat in Feb 2011 http://bit.ly/gHOITj #SmallBizChat
JDEbberly:	RT @smallbizlady: Q4: EXPLAIN THE TWO MINUTE RULE. #SmallBizChat
TaiGoodwin:	RT @smallbizlady: Q4: EXPLAIN THE TWO MINUTE RULE. #smallbizchat
EverydayUplift:	@yourjobmyoffice: Agreed #SmallBizChat
justicewordlaw:	I started to opt out of the email notifications via social media sites #smallbizchat
mentormarketing:	another way to slim inbox incoming volume is to us gtalk and have it record chat convos for archive and reference. #SmallBizChat
JDEbberly:	RT @marshaegan A.4a To quickly disp of clutter, when u r sorting ur inbox, handle anything that takes<than 2 min right away. #SmallBizChat
DavidBurch:	RT @smallbizlady: RT @philsimon: My general rule: more than three emails means it's time for someone to pick up the phone. #smallbizchat
doggdaze:	RT @marshaegan: Check ur inbox in the morning, lunch, midafternoon, & end of day, u can work uninterrupted 90 min in between #smallbizchat
MagneticSilvia:	Yes! RT @MarshaEgan: A3. The best way to minimize interruptions is to turn off all the stimuli Dings. Flashes... #smallbizchat
butterflylost:	RT @smallbizlady: Tweeting live on #SmallBizChat with Marsha Egan @marshaegan - How to get control of your email http://bit.ly/fIBVU3 #smallbizchat
philsimon:	Heads UP to my followers for more tweets than usual as I join SmallBizChat from 8pm to 9pm already in progress #SmallBizChat
smallbizlady:	RT @marshaegan A4 To quickly dispose of clutter, handle anything that will take less than 2 min right away #smallbizchat



doggdaze:	RT @smallbizlady: Q4: EXPLAIN THE TWO MINUTE RULE. #smallbizchat
JDEbberly:	RT @marshaegan A4b As u SORT new in inbox, apply 2minrule.If it takes < than 2 min, do it. Try asmt http://bit.ly/assessemail #SmallBizChat
PersonaAffairs:	@justicewordlaw yes me too , but I am such a info junkie that I like to sort and file for later #smallbizchat
JDEbberly:	RT @philsimon: A3: best tip in my view: use #Google Reader to minimize email based blog updates. HUGE timesaver. @MarshaEgan #SmallBizChat
EverydayUplift:	Random tip: Gmail's "priority inbox" feature puts my most important msgs @ the top. It helps.. And it gets "smarter" over time #SmallBizChat
SourceBlogger:	@dorethiaconner @MarshaEgan @taigoodwin Not so much the volume of e-mail, but the fact people stop everything to answer them. #smallbizchat
TaiGoodwin:	@justicewordlaw me too - especially Facebook Groups - major overload. #smallbizchat
POWERORGMATH:	RT @marshaegan: A1.1 The more productive we can be, the more effective we can be. Emailing habits sap productivity more than people realize. #smallbizchat
MagneticSilvia:	RT @EverydayUplift: Random tip: Gmail's "priority inbox" feature puts my most important msgs @ the top. It helps.. And it gets "smarter" over time #SmallBizChat
doggdaze:	RT @marshaegan: To quickly dispose of clutter-when sorting ur inbox, handle anything that will take less than 2min right away. #smallbizchat
smallbizlady:	RT @marshaegan A4b As u SORT new stuff in ur inbox if it takes less than 2 min, do it. Try our asmt http://bit.ly/assessemail #smallbizchat
justicewordlaw:	@PersonaAffairs yeah I am too but I got so tired of doing that so I just gave in #smallbizchat
marshaegan:	@SourceBlogger You're right, it is the interruptions that are killers! #smallbizchat
prjwashington:	#smallbizchat Q4: what is the 2min rule?
PersonaAffairs:	@JDEbberly @philsimon @MarshaEgan #Google reader is a gem and I use Alltop.com as well #smallbizchat
smallbizlady:	Q5: WHY ARE PEOPLE HESITANT TO SHUT THEIR INBOXES DOWN? #smallbizchat
Kentriggs:	RT @MagneticSilvia: Yes! RT @MarshaEgan: A3. The best way to minimize interruptions is to turn off all the stimuli Dings. Flashes... #smallbizchat
TaiGoodwin:	RT @EverydayUplift: Random tip: Gmail's "priority inbox" feature puts my most important msgs @ the top. It helps. Good tip! #smallbizchat
JDEbberly:	RT @marshaegan: @SourceBlogger You're right, it is the interruptions that are killers! #SmallBizChat
justicewordlaw:	@TaiGoodwin Facebook Groups gave me such a headache when they first came up- that was the first to go #smallbizchat
JDEbberly:	RT @smallbizlady: Q5: WHY ARE PEOPLE HESITANT TO SHUT THEIR INBOXES DOWN? #SmallBizChat
DorethiaConner:	@SourceBlogger true, I am guilty of that, I seem to always be 'on'.. #smallbizchat
TaiGoodwin:	@SourceBlogger Glad to connect with you here! #smallbizchat



marshaegan:	A5.a Peeps r hesitant to shut their inboxes because they r afraid they will miss something. This is silly and unproductive. #smallbizchat
amvandenhurk:	Growing in popularity, QR codes can help your #smallbiz. http://goo.gl/fb/eHBhc #marketing #mobile #smallbizchat
TaiGoodwin:	RT @smallbizlady: Q5: WHY ARE PEOPLE HESITANT TO SHUT THEIR INBOXES DOWN? #smallbizchat
marshaegan:	A5.b If you check ur e-mail 5 times/day, the longest time u'll wait to respond w/be 90 mins. U can live w/that! #smallbizchat
toddysm:	@smallbizlady A5: Because they are a fright that they will miss an email from their boss or a big customer :) #smallbizchat
doggdaze:	@justicewordlaw I didn't even try bothering with too many facebook groups. I knew that would be just more interruption #smallbizchat
justicewordlaw:	If you have no interruptions does that mean you are now having a productive moment? #smallbizchat
EverydayUplift:	Guilty!! though Im more disciplined now!! SourceBlogger Not the volume of email, but the fact people stop everything to answer #SmallBizChat
NancyReece:	#smallbizlady. It's allabout the subject line. #smallbizchat
PersonaAffairs:	@JDEbberly @smallbizlady A:5 It's a microwave society, I have to stay plugged in at all times...in recovery #smallbizchat
JDEbberly:	RT @marshaegan A5a Peeps r hesitant to shut their inboxes bec they r afraid they'll miss something.This is silly, unproductive #SmallBizChat
justicewordlaw:	@doggdaze yeah I didn't think that through totally until they started to pop up in my inbox #smallbizchat
EverydayUplift:	Guilty!! though Im more disciplined now! @SourceBlogger Not the volume of email, but the fact people stop everything to answer #SmallBizChat
justicewordlaw:	RT @NancyReece: #smallbizlady. It's allabout the subject line. #smallbizchat
JDEbberly:	RT @marshaegan: A5.b If you check ur e-mail 5 times/day, the longest time u'll wait to respond w/be 90 mins.U can live w/that! #SmallBizChat
toddysm:	@justicewordlaw Not necessarily but if you have interruptions you surely are not productive #smallbizchat
POWERORGMath:	RT @SourceBlogger: @dorethiaconner @MarshaEgan @taigoodwin Not so much the volume of e-mail, but the fact people stop everything to answer them. #smallbizchat
JDEbberly:	RT @justicewordlaw: If you have no interruptions does that mean you are now having a productive moment? #SmallBizChat
doggdaze:	RT @marshaegan: Peeps r hesitant to shut their inboxes-afraid they will miss something. This is silly and unproductive #smallbizchat
prjwashington:	RT @smallbizlady: RT @marshaegan A4 To quickly dispose of clutter, handle anything that will take less than 2 min right away #smallbizchat
PersonaAffairs:	@NancyReece Your right and which hat I'm wearing at the time, brander, social media etc... #smallbizchat
JDEbberly:	RT @PersonaAffairs: @JDEbberly @smallbizlady A5 It's a microwave society, I have to stay plugged in at all times...in recovery #SmallBizChat



TaiGoodwin:	RT @marshaegan: A5.b If you check ur e-mail 5 times/day, the longest time u'll wait to respond is 90 mins. U can live w/that! #smallbizchat
EverydayUplift:	A5 Fear of lost business/sales.... #SmallBizChat
justicewordlaw:	@toddysm yeah that's true. But, the idea now is what position can you say that your being productive? #smallbizchat
smallbizlady:	Q6: WHAT OTHER E-MAILING PRACTICES SAP PRODUCTIVITY? #smallbizchat
Zimana_:	RT @marshaegan: A5.b If you check ur e-mail 5 times/day, the longest time u'll wait to respond w/be 90 mins. #smallbizchat <--gr8 pt!
bepromotable:	RT @TaiGoodwin: RT @marshaegan: A5.b If you check ur e-mail 5 times/day, the longest time ull wait to respond is 90 mins. #smallbizchat
JDEbberly:	RT @smallbizlady: Q6: WHAT OTHER E-MAILING PRACTICES SAP PRODUCTIVITY? #SmallBizChat
justicewordlaw:	RT @smallbizlady: Q6: WHAT OTHER E-MAILING PRACTICES SAP PRODUCTIVITY? #smallbizchat
bepromotable:	RT @smallbizlady: Q6: WHAT OTHER E-MAILING PRACTICES SAP PRODUCTIVITY? #smallbizchat
marshaegan:	RT @JDEbberly: RT @justicewordlaw: If you have no interruptions does that mean you are now having a productive moment? ME: YES #smallbizchat
SharraBrockman:	Great tip! RT @marshaegan A4 To quickly dispose of clutter, handle anything that will take less than 2 min right away #smallbizchat
TaiGoodwin:	A5: we think that other people are waiting at the other end of the screen to read our response #smallbizchat
marshaegan:	A6.1 Other e-mail time sappers: Using inboxes as makeshift "to do" lists, scrolling up and down 2 find work 2 do. Wasteful! #smallbizchat
toddysm:	@justicewordlaw I would say when you achieve the result in the time you allocated #smallbizchat
mommylebron:	RT @JDEbberly: RT @marshaegan A.4a To quickly disp of clutter, when u r sorting ur inbox, handle anything that takes<than 2 min right away. #SmallBizChat
justicewordlaw:	@toddysm alright then I would agree with that #smallbizchat
doggdaze:	RT @marshaegan: A5.b If you check ur e-mail 5x/day, the longest time u'll wait to respond w/be 90mins. U can live w/that! #smallbizchat
MagneticSilvia:	A5: I open my mailbox twice a day only. And it's scheduled on my calendar. #smallbizchat
mentormarketing:	A6 failure to have template responses to emails saved as drafts #SmallBizChat
EverydayUplift:	A6: Obsseive filing/Hoarding #SmallBizChat
TaiGoodwin:	RT @smallbizlady: Q6: WHAT OTHER E-MAILING PRACTICES SAP PRODUCTIVITY? #smallbizchat
bepromotable:	A6: more email sappers? answering email by smartphone - - typing long answers that you could've waited to handle from hm/ofc #smallbizchat
ellenlange:	good evening- thanks for reasuring us that we dont need to get mail ASAP #smallbizchat



JDEbberly:	RT @marshaegan A61 Other e-mail time sappers: Using inboxes as makeshift "to do" lists, scroll up/down 2 find work 2 do.Waste #SmallBizChat
doggdaze:	What happens with me is that as soon as I see an email come in I have to stop what I'm doing, answer and address it. #smallbizchat
TaiGoodwin:	RT @MagneticSilvia: A5: I open my mailbox twice a day only. And it's scheduled on my calendar. #smallbizchat
Zimana_:	I like this tip! RT @marshaegan A4 To quickly dispose of clutter, handle anything that will take less than 2 min right away #smallbizchat
bepromotable:	good idea - email sappers RT @mentormarketing: A6 failure to have template responses to emails saved as drafts #smallbizchat
marshaegan:	A6.2 Leaving 250 msgs in ur inbox is like having 250 papers in no files strewn over ur desk with no organization. #smallbizchat
toddysm:	@doggdaze My rule is - email can wait 24h - if it is urgent there is a phone @marshaegan #smallbizchat
POWERORGMATH:	Great practical tips from/convo with @MarshaEgan on decluttering mailboxes on #smallbizchat hosted by @SmallBizLady
EmilySO:	RT @TaiGoodwin RT @toddysm: dont allow email 2 B distracting force - check only at certain intervals & disconnect in between #smallbizchat
smallbizlady:	RT @PersonaAffairs @JDEbberly A5 It's a microwave society, I have to stay plugged in at all times...in recovery, me too :) #smallbizchat
bepromotable:	guilty too RT @doggdaze: What happens with me is that as soon as I see an email come in I have to stop what Im doing & answer #smallbizchat
EverydayUplift:	@bepromotable... Most all my emails come from my BB... #SmallBizChat
JDEbberly:	RT @marshaegan: A6.2 Leaving 250 msgs in ur inbox is like having 250 papers in no files strewn over ur desk w no organization #SmallBizChat
justicewordlaw:	But, what is a timely manner to respond to emails though? #smallbizchat
TaiGoodwin:	A6: My time sapper - being afraid to let old messages go - I once had 10000 emails on gmail dating back to 2009 #smallbizchat
PersonaAffairs:	@JDEbberly @marshaegan If your searching for work then looking emails wont do it... #smallbizchat
smallbizlady:	RT @toddysm: @doggdaze My rule is - email can wait 24h - if it is urgent there is a phone @marshaegan PREACH! #smallbizchat
justicewordlaw:	So does mine RT @EverydayUplift: @bepromotable... Most all my emails come from my BB... #SmallBizChat
dvineexpression:	RT @TaiGoodwin: A6: My time sapper - being afraid to let old messages go - I once had 10000 emails on gmail dating back to 2009 #smallbizchat
JDEbberly:	@marshaegan I have 17000 papers strewn all over my virtual office with no organization lol #SmallBizChat
marshaegan:	That's the timesapper!RT @doggdaze: What happens w me is that as soon as I see an email come in I have 2stop what I'm doing #smallbizchat



bepromotable:	@EverydayUplift mine too. but i know it makes me look at it more often than i should #smallbizchat
ellenlange:	I have recently unsubscribed to so many emails #smallbizchat
marshaegan:	A6.3 Using e-mails urgently is toxic to your group b/c it basically tells people they can't shut their inboxes down. #smallbizchat
JDEbberly:	RT @smallbizlady: RT @toddysm: @doggdaze My rule is - email can wait 24h - if it is urgent there is phone @marshaegan PREACH! #SmallBizChat
PersonaAffairs:	RT @smallbizlady: @toddysm: @doggdaze My rule is - email can wait 24h - if it is urgent there is a phone @marshaegan PREACH! #smallbizchat
bepromotable:	working on it! RT @ellenlange: I have recently unsubscribed to so many emails #smallbizchat
marshaegan:	A6.d Productivity rule: If you need something in less than 3 hrs, do NOT e-mail, p/up the phone. http://bit.ly/assessemail #smallbizchat
smallbizlady:	My name is melinda emerson and I am an email addict, help me please @marshaegan do you do house calls #smallbizchat
JDEbberly:	RT @marshaegan A6.3 Using e-mails urgently toxic to your group b/c it basically tells ppl they can't shut their inboxes down #SmallBizChat
TaiGoodwin:	RT @marshaegan: A6.3 Using e-mails urgently is toxic to your group b/c it basically tells people they can't shut their inboxes #smallbizchat
bepromotable:	Me 2! RT @smallbizlady: My name is melinda emerson and I am an email addict, help me please @marshaegan do you do house calls #smallbizchat
MagneticSilvia:	@MarshaEgan Yes, you got me there! I need to better organize my emails... Searching for emails takes time. lol #smallbizchat
mentormarketing:	Use the new email popup alert to delete emails before they enter the inbox #SmallBizChat
doggdaze:	@smallbizlady 24hrs? I can already feel myself getting the shakes thinking about it. lol. but it is worth a try #smallbizchat
marshaegan:	Have a toxice emailing work group? Inbox Detox Work Group DIY Culture Shift Systems: http://bit.ly/inboxdetoxsystems #smallbizchat
PersonaAffairs:	My name is Kim N. Carswell and I'm a email addict #smallbizchat
JDEbberly:	RT @marshaegan A6d Productivity rule: If u need something in < than 3 hrs, do NOT e-mail, p/up phone http://bit.ly/assessemail #SmallBizChat
toddysm:	@bepromotable I am unsubscribing from email every day and I still receive tons that I don't want to read @ellenlange #smallbizchat
JDEbberly:	RT @doggdaze: @smallbizlady 24hrs? I can already feel myself getting the shakes thinking about it. lol. but it is worth a try #SmallBizChat
Lacewigdesigner:	@SmallBizLady I am an e-mail and social media addict myself #smallbizchat
JDEbberly:	RT @PersonaAffairs: My name is Kim N. Carswell and I'm a email addict #SmallBizChat
smallbizlady:	Q7: DO YOU RECOMMEND THAT WE EMPTY OUR INBOXES REGULARLY? #smallbizchat



ellenlange:	Where is this ?RT @mentormarketing: Use the new email popup alert to delete emails before they enter the inbox #SmallBizChat #smallbizchat
TaiGoodwin:	RT @marshaegan: A6.2 Leaving 250 msgs in ur inbox = 250 papers in no files strewn over ur desk w/no organization. busted! #smallbizchat
bepromotable:	RT @marshaegan: A6 Productivity rule: need something in less than 3 hrs do NOT e-mail p/up the phone. http://bit.ly/assessemail #smallbizchat
MagneticSilvia:	RT @marshaegan: A6.2 Leaving 250 msgs in ur inbox is like having 250 papers in no files strewn over ur desk with no organization. #smallbizchat
marshaegan:	RT @smallbizlady: My name is melinda emerson and I am an email addict, help me please @marshaegan do you do house calls YES ! #smallbizchat
bepromotable:	@toddysm I hear you! how does it end??? #smallbizchat
MagneticSilvia:	YES! RT @toddysm: @doggdaze My rule is - email can wait 24h - if it is urgent there is a phone @marshaegan #smallbizchat
JDEbberly:	My name is JD Eberly and I have 17000 emails backed up in my email acct - which is only ONE of my 37 email accts OUCH #SmallBizChat
TaiGoodwin:	@smallbizlady God grant Melinda the ability to know what to delete and what to read and what to mark as spam! #smallbizchat
bepromotable:	@toddysm so with you on that one. i don't know how to stop it all #smallbizchat
justicewordlaw:	LOVE IT RT @PersonaAffairs: My name is Kim N. Carswell and I'm a email addict #smallbizchat
marshaegan:	Sounds like we need a support group! #smallbizchat
doggdaze:	RT @marshaegan:Productivity rule: If you need something in less than 3hrs, do NOT e-mail, pick up the phone. #smallbizchat
mentormarketing:	@ellenlange you have to configure it for various clients outlook and gmail are docked in the taskbar #SmallBizChat
dvineexpression:	A6. Having unused subscriptions that send updates daily. Solu: subscribe only 2 those feeds that advance ur goal. #smallbizchat
justicewordlaw:	RT @doggdaze: RT @marshaegan:Productivity rule: If you need something in less than 3hrs, do NOT e-mail, pick up the phone. #smallbizchat
JDEbberly:	RT @marshaegan: Sounds like we need a support group! #SmallBizChat
smallbizlady:	RT @TaiGoodwin: @smallbizlady God grant Melinda the ability to know what to delete and what to read and what to mark as spam! #smallbizchat
HealerAvalaura:	@SmallBizLady I empty my inbox often. Or label them and place in folders. I can't stand the clutter. #smallbizchat
Zimana_:	I keep email in folders -- there is backstory info in them that needs to be checked -- ppl can backpeddle sometimes :-(#smallbizchat
marshaegan:	RT @JDEbberly: My name is JD Eberly and I have 17000 emails backed up in my email acct OUCH Double ouch! - ME #smallbizchat
bepromotable:	yes we do - an email addicts anonymous RT @marshaegan: Sounds like we need a support group! #smallbizchat



ellenlange:	If people want to buy my Skin Peel kit, then they can use my Inbox to sell me something #smallbizchat
MagneticSilvia:	RT @marshaegan: A6.d Productivity rule: If you need something in less than 3 hrs, do NOT e-mail, p/up the phone. http://bit.ly/assessemail #smallbizchat
JDEbberly:	I am also a severe social media addict - I read 100 social media blogs a week just for recreation #SmallBizChat
EverydayUplift:	@JDEbberly i thought i was bad with 7 accts... (I only check 5 regularly though) #SmallBizChat
toddysm:	@bepromotable I heard of a service that you can use and they manage the unsubscribing for you but I can't remember the name :(#smallbizchat
PersonaAffairs:	@JDEbberly 18,049 emails as we chat #smallbizchat
maximumharvest:	RT @TaiGoodwin: We need a 12 step program for email addiction - @Marshaegan is that a program you can create #smallbizchat
doggdaze:	My name is Mark Bailey and I'm an email addict. I have my emails archived to an external harddrive #smallbizchat
Zimana_:	@jdebberly WOW! on the email #smallbizchat
MagneticSilvia:	Yes! I do it monthly, needs to be done more often. RT @SmallBizLady: Q7: DO YOU RECOMMEND THAT WE EMPTY OUR INBOXES REGULARLY? #smallbizchat
marshaegan:	RT @Zimana_: I keep email in folders -- ppl can backpeddle sometimes . Good move. ME #smallbizchat
bepromotable:	@toddysm when you find it please share. i'll dig in my resource box too #smallbizchat
JDEbberly:	@PersonaAffairs Sorry - I just checked - UPDATE I now have 20,290 emails in my primary email acct #SmallBizChat
bepromotable:	RT @marshaegan: RT @Zimana_: I keep email in folders -- ppl can backpeddle sometimes . Good move. ME #smallbizchat
maximumharvest:	RT @marshaegan: RT @Zimana_: I keep email in folders -- ppl can backpeddle sometimes . Good move. ME #smallbizchat
TaiGoodwin:	RT @JDEbberly: I am also a severe social media addict - I am going to pray for you after I stop laughing #smallbizchat
maximumharvest:	RT @MagneticSilvia: Yes! I do it monthly, needs to be done more often. RT @SmallBizLady: Q7: DO YOU RECOMMEND THAT WE EMPTY OUR INBOXES REGULARLY? #smallbizchat
marshaegan:	A7.a One of the best stress relievers & organization techniques is to empty ur inbox ea time u view it. http://inboxdetox.com/ #smallbizchat
smallbizlady:	@JDEbberly Ok so i'm not telling you how many emails I have in gmail JD one of 4 email accounts. #smallbizchat
MagneticSilvia:	LOL RT @MarshaEgan: Sounds like we need a support group! #smallbizchat
TaiGoodwin:	RT @smallbizlady: Q7: DO YOU RECOMMEND THAT WE EMPTY OUR INBOXES REGULARLY? #smallbizchat
marshaegan:	A7.b Emptying your inbox doesn't mean WORKING every item, it just means SORTING msgs so they can be handled with priority. #smallbizchat
JDEbberly:	RT @doggdaze: My name is Mark Bailey and I'm an email addict. I have my emails archived to an external harddrive #SmallBizChat
maximumharvest:	RT @marshaegan: A7.a One of the best stress relievers & organization techniques is to empty ur inbox ea time u view it. http://inboxdetox.com/ #smallbizchat



toddysm:	@bepromotable The other option is to mark it as spam but unfortunately this hurts the sender who may not be a bad person #smallbizchat
PersonaAffairs:	@marshaegan Yes we need an Email Snuggie support group! #smallbizchat
bepromotable:	RT @TaiGoodwin: RT @smallbizlady: Q7: DO YOU RECOMMEND THAT WE EMPTY OUR INBOXES REGULARLY? #smallbizchat
JDEbberly:	RT @SmallBizLady: Q7: DO YOU RECOMMEND THAT WE EMPTY OUR INBOXES REGULARLY? #SmallBizChat
maximumharvest:	RT @marshaegan: A7.b Emptying your inbox doesn't mean WORKING every item, it just means SORTING msgs so they can be handled with priority. #smallbizchat
justicewordlaw:	I start to use specific folders for emails #smallbizchat like such http://plixi.com/p/74362839
doggdaze:	Once I tackle my email time management situation I am going to work on my social networking management #smallbizchat
JDEbberly:	@smallbizlady Let me guess.....You have 30,000 Gmail email messages backed up #SmallBizChat
TaiGoodwin:	RT @marshaegan: A7.a One of the best stress relievers & organization techniques is to empty ur inbox ea time u view it. #smallbizchat
SharraBrockman:	I'm good at keeping my inbox below 100, but Gmail's bazillion email limit is my downfall. Never really REALLY get rid of them. #smallbizchat
bepromotable:	RT @marshaegan: A7.b Emptying your inbox doesnt mean WORKING every item, it just means SORTING msgs ... with priority. #smallbizchat
marshaegan:	RT @PersonaAffairs: Yes we need an Email Snuggie support group! I LIKE IT - ME #smallbizchat
yourjobmyoffice:	Hardcore RT @doggdaze: My name is Mark Bailey and Im an email addict. I have my emails archived to an external harddrive #smallbizchat
bepromotable:	Me too RT @doggdaze: Once I tackle my email time management situation I am going to work on my social networking management #smallbizchat
doggdaze:	RT @smallbizlady: Q7: DO YOU RECOMMEND THAT WE EMPTY OUR INBOXES REGULARLY? #smallbizchat
TaiGoodwin:	@SharraBrockman Same here! It's easy to forget about it. #smallbizchat
toddysm:	Q7: Do some of you mark messages as Read in bulk just to not make you go back to them (or delete in bulk)? #smallbizchat
JDEbberly:	RT @marshaegan A7b Emptying inbox doesn't mean WORKING every item, it means SORTING msgs so they can be handled with priority #SmallBizChat
JDEbberly:	RT @justicewordlaw: I start to use specific folders for emails #smallbizchat like such http://plixi.com/p/74362839 #SmallBizChat
smallbizlady:	If you know a small biz owner who could use some advice tell them to follow @SmallBizChat and join us every Wed 8-9 ET #smallbizchat
maximumharvest:	RT @JDEbberly: RT @justicewordlaw: I start to use specific folders for emails #smallbizchat like such http://plixi.com/p/74362839 #SmallBizChat



EverydayUplift:	@toddysm I do... #SmallBizChat
Lacewigdesigner:	@doggdaze I am right with you on tackling both #smallbizchat
mentormarketing:	If you know a small biz owner who could use some advice tell them to follow @ SmallBizChat and join us every Wed 8-9 ET #SmallBizChat
smallbizlady:	RT @toddysm: Q7: Do some of you mark messages as Read in bulk just to not make you go back to them (or delete in bulk)? #smallbizchat
doggdaze:	RT @marshaegan: Emptying ur inbox doesn't mean WORKING evry item, just means SORTING msgs so they can b handled with priority #smallbizchat
JDEbberly:	@judiknight The worst thing is ---- It may be even MORE geeze #SmallBizChat
toddysm:	@yourjobmyoffice I think we should open an Email Anonymous group on Twitter :) @doggdaze #smallbizchat
smallbizlady:	For tips on #smallbiz success subscribe to Melinda Emerson?s blog at http://bit.ly/3x5Gm2 http://www.succeedasyourownboss.com/ #smallbizchat
marshaegan:	Some folks mark things as unread, to make sure they read them. Better to set a reminder to read it at the time that's best. #smallbizchat
bepromotable:	RT @JDEbberly: RT @justicewordlaw: I start to use specific folders for emails like such http://plixi.com/p/74362839 #smallbizchat
Lacewigdesigner:	@toddysm I delete in but not as regularly as I should #smallbizchat
PersonaAffairs:	If you know a small biz owner who could use some advice tell them to follow @ SmallBizChat and join us every Wed 8-9 ET #smallbizchat
JDEbberly:	@judiknight You should see my messageboard - I have constructed an internal webpage system with over 250 pages on an IPB board #SmallBizChat
doggdaze:	@Lacewigdesigner Right now I am a bit sparatic with both. It's killing my productivity. #smallbizchat
marshaegan:	They say the average middle-sr level exec reads and rereads msgs 7 (yes, 7) times. #smallbizchat
smallbizlady:	Submit questions for Melinda Emerson @smallbizlady about her book Become Your Own Boss in 12 months http://wapo.st/h5wLAq #smallbizchat
TaiGoodwin:	RT @smallbizlady: If you know a small biz owner who could use some advice tell them to follow @ SmallBizChat every Wed 8-9 ET #smallbizchat
maximumharvest:	RT @marshaegan: Some folks mark things as unread, to make sure they read them. Better to set a reminder to read it at the time that's best. #smallbizchat
bepromotable:	RT @marshaegan: Some folks mark things as unread to...read them. Better to set a reminder to read it at the time thats best. #smallbizchat
doggdaze:	@toddysm lol..that would help a bunch. Didn't know there were so many addicts like myself. #smallbizchat
yourjobmyoffice:	@toddysm More emails from another group? Not me! :-) #smallbizchat



CASUDI:	@SmallBizLady I do a " bulk" clean out /delete every Friday of everything I dont NEED to save. A7 #smallbizchat
TaiGoodwin:	RT @marshaegan: They say the average middle-sr level exec reads and rereads msgs 7 (yes, 7) times. #smallbizchat
kindracotton:	If you know a small biz owner who could use some advice tell them to follow @ SmallBizChat & join us every Wed 8-9 ET #SmallBizChat
mentormarketing:	Say that 7 more times and I may pay attention... RT @SeanMcGinnis: The Power of Repetition http://bit.ly/fPeCxl #usguys #SmallBizChat
Zimana_:	RT @marshaegan: A7.b Emptying your inbox doesn't mean WORKING every item -- means SORTING msgs to be handled w/ priority. #smallbizchat
smallbizlady:	Get your FREE chapter of Become Your Own Boss in 12 Months: http://bit.ly/eM4XTR #smallbizchat
JDEbberly:	RT @smallbizlady: My name is melinda emerson and I am an email addict, help me please @marshaegan do you do house calls #SmallBizChat
doggdaze:	RT @marshaegan: Folks mark things as unread, 2 make sure they read them. Better 2 set a reminder to read it at a better time #smallbizchat
smallbizlady:	Q8: WHERE SHOULD WE PUT THE ITEMS THAT REQUIRE OUR ATTENTION, IF WE CAN'T LEAVE THEM IN THE INBOX? #smallbizchat
TaiGoodwin:	Q7:I have folders marked "Must Read" "Blog About" "Reference" for items I want to use later #smallbizchat
MagneticSilvia:	RT @smallbizlady: If you know a small biz owner who could use some advice tell them to follow @ SmallBizChat and join us every Wed 8-9 ET #smallbizchat
bepromotable:	RT @smallbizlady: Q8: WHERE SHOULD WE PUT THE ITEMS THAT REQUIRE OUR ATTENTION, IF WE CANT LEAVE THEM IN THE INBOX? #smallbizchat
JDEbberly:	@judiknight I need to take a vacation in Cairo - No Internet access there LOL! #SmallBizChat
TechDivasGlobal:	@BePromotable Wow, I wonder what they are looking for. lol #SmallBizChat
doggdaze:	@bepromotable It looks like it. This goup of addicts would fill 20 stadiums #smallbizchat
JDEbberly:	RT @TaiGoodwin: Q7:I have folders marked "Must Read" "Blog About" "Reference" for items I want to use later #SmallBizChat
PersonaAffairs:	@bepromotable @marshaegan guilty on the multiple email (re)reads...Now I realize the errors in my ways #smallbizchat
TaiGoodwin:	RT @smallbizlady: Q8: WHERE SHOULD WE PUT THE ITEMS THAT REQUIRE OUR ATTENTION, IF WE CAN'T LEAVE THEM IN THE INBOX? #smallbizchat
JDEbberly:	RT @smallbizlady: Q8: WHERE SHOULD WE PUT THE ITEMS THAT REQUIRE OUR ATTENTION, IF WE CAN'T LEAVE THEM IN THE INBOX? #SmallBizChat
maximumharvest:	RT @CASUDI: @SmallBizLady I do a " bulk" clean out /delete every Friday of everything I dont NEED to save. A7 #smallbizchat < Like that!



TechDivasGlobal:	RT @bepromotable: RT @smallbizlady: Q8: WHERE SHOULD WE PUT THE ITEMS THAT REQUIRE OUR ATTENTION, IF WE CANT LEAVE THEM IN THE INBOX? #smallbizchat
marshaegan:	A8.a Decide to delete, save, or take action. Create 2 action folders, one 4 important stuff, another for less impt stuff. #smallbizchat
JDEbberly:	RT @doggdaze: @bepromotable It looks like it. This group of addicts would fill 20 stadiums (More like 200) #SmallBizChat
doggdaze:	I need to get better with using folders for email management and organization. Scrolling through emails alone is a timewaster. #smallbizchat
MagneticSilvia:	RT @marshaegan: A8.a Decide to delete, save, or take action. Create 2 action folders, one 4 important stuff, another for less impt stuff. #smallbizchat
mentormarketing:	A8 I drag them to a specific time slot on my calendar to be addressed at that time #SmallBizChat
doggdaze:	RT @smallbizlady: Q8: WHERE SHOULD WE PUT THE ITEMS THAT REQUIRE OUR ATTENTION, IF WE CAN'T LEAVE THEM IN THE INBOX? #smallbizchat
marshaegan:	A8.a Drag impt action stuff to folder "Action A" & less impt msg to "Action B" But u're not done. http://inboxdetox.com/gift #smallbizchat
yourjobmyoffice:	A8 I sort my emails in folders - by client + I set time aside for each one daily. After reading, I act and file. #smallbizchat
JDEbberly:	RT @marshaegan A8a Decide delete, save, or take action. Cr8 2 action folders, one 4 impt stuff, another for less impt stuff. #SmallBizChat
TaiGoodwin:	@doggdaze I agree -" Scrolling through emails alone is a timewaster." #smallbizchat
JDEbberly:	RT @mentormarketing: A8 I drag them to a specific time slot on my calendar to be addressed at that time #SmallBizChat
PersonaAffairs:	@CASUDI You are on the money. I like the weekly purging tip #smallbizchat
TaiGoodwin:	RT @yourjobmyoffice: A8 I sort my emails in folders - by client + I set time aside for each one daily. -good system #smallbizchat
JDEbberly:	RT @marshaegan: A8.a Drag impt action stuff to folder "Action A" & less impt msg to "Action B" But u're not done. #SmallBizChat
smallbizlady:	RT @CASUDI: @SmallBizLady I do a " bulk" clean out /delete every Friday of everything I dont NEED to save. #smallbizchat
doggdaze:	RT @marshaegan: Decide 2 delete/save/take action. Create 2 action folders, one 4 important stuff, another 4 less impt stuff #smallbizchat
mentormarketing:	@judiknight in outlook you can have not tried in gmail #SmallBizChat
Lacewigdesigner:	RT @kindracotton: If you know a small biz owner who could use some advice tell them to follow @ SmallBizChat & join us every Wed 8-9 ET #SmallBizChat
marshaegan:	RT @PersonaAffairs: @CASUDI You are on the money. I like the weekly purging tip +++++Actually - better to purge daily. #smallbizchat
smallbizlady:	Q9: IF YOU PUT ITEMS INTO FOLDERS, ISN'T THERE A CHANCE THAT YOU MIGHT FORGET THEM? #smallbizchat



JDEbberly:	@judiknight LOL - Yeah I just LOVE checking out ALL the social media places #SmallBizChat
JDEbberly:	RT @smallbizlady: Q9: IF YOU PUT ITEMS INTO FOLDERS, ISN'T THERE A CHANCE THAT YOU MIGHT FORGET THEM? #SmallBizChat
bepromotable:	RT @JDEbberly: RT @marshaegan: A8.a Drag imppt action stuff to folder "Action A" & less imppt msg to "Action B" But ur not done. #smallbizchat
marshaegan:	A8.b Set a reminder 2 go in and grab that item u dragged, then LET the reminder remind u. U'll know where to find it. #smallbizchat
TaiGoodwin:	RT @smallbizlady: Q9: IF YOU PUT ITEMS INTO FOLDERS, ISN'T THERE A CHANCE THAT YOU MIGHT FORGET THEM? #smallbizchat
doggdaze:	A good idea if you are using outlook is to set a rule that will automatically place emails in certian folders by email addy #smallbizchat
bepromotable:	RT @marshaegan: A8.b Set a reminder 2 go in and grab that item u dragged, then LET the reminder remind u. #smallbizchat
marshaegan:	A9.a u won't forget. U'll have a new habit of planning ur day, looking at all the stuff u have 2 do incl email. #smallbizchat
toddysm:	@smallbizlady A9: The folder structure doesn't work for me - if I don't handle the email within the next 24h doesn't matter #smallbizchat
marshaegan:	A9.b Plan ALL ur daily to do's - mtgs, phone calls, tasks delivered by email. Rely on reminders. Do it once, & stick to it. #smallbizchat
maximumharvest:	RT @TaiGoodwin: Q7:I have folders marked "Must Read" "Blog About" "Reference" for items I want to use later #smallbizchat
PersonaAffairs:	@marshaegan Your right I feel like I'm on a long leather couch and you have your pen & pad...Daily it is! #smallbizchat
smallbizlady:	RT @marshaegan RT @PersonaAffairs @CASUDI I like the weekly purging tip (Actually - better to purge daily). #smallbizchat
JDEbberly:	@judiknight Sounds like you could use new modern computer with quadcore that's speedy for loading overwhelming sites like mine #SmallBizChat
doggdaze:	RT @smallbizlady: Q9: IF YOU PUT ITEMS INTO FOLDERS, ISN'T THERE A CHANCE THAT YOU MIGHT FORGET THEM? #smallbizchat
TaiGoodwin:	RT @doggdaze: A good idea if you are using outlook -set a rule that will auto place emails in certian folders by email addy #smallbizchat
smallbizlady:	RT @marshaegan: A9.a u won't forget. U'll have a new habit of planning ur day, looking at all the stuff u have 2 do incl email #smallbizchat
JDEbberly:	RT @marshaegan: A9.a u won't forget. U'll have a new habit of planning ur day, looking at all the stuff u have 2 do incl email #SmallBizChat
mentormarketing:	@judiknight in outlook you can drag any object to a different function IE a task to email, an email to cal, contact to cal etc #SmallBizChat



doggdaze:	RT @marshaegan: u won't forget. U'll have a new habit of planning ur day, looking at all the stuff u have 2 do incl email. #smallbizchat
maximumharvest:	RT @marshaegan: A8.a Decide to delete, save, or take action. Create 2 action folders, one 4 important stuff, another for less imp't stuff. #smallbizchat
HealerAvalaura:	RT @kindracotton if u know a small biz owner who could use advice tell them to follow @ SmallBizChat & join us every Wed 8-9 ET #SmallBizChat
POWERORGMath:	#smallbizchat I like the weekly purge schedule and folder tips mentioned. Labels with a purpose!
JDEbberly:	RT @marshaegan A9b Plan ALL daily to do's-mtgs, ph calls, tasks deliv by email. Rely on reminders. Do it once, & stick to it #SmallBizChat
CASUDI:	@PersonaAffairs YES, I do daily deletes but major clean up/delete & file of emails on Friday #smallbizchat
maximumharvest:	RT @marshaegan: A8.a Drag imp't action stuff to folder "Action A" & less imp't msg to "Action B" But u're not done. http://inboxdetox.com/gift #smallbizchat
smallbizlady:	RT @PersonaAffairs: @marshaegan Your right I feel like I'm on a long leather couch and you have your pen & pad...Daily it is! #smallbizchat
toddysm:	@smallbizlady A9: I keep them as unread or flagged in the inbox and concentrate on one email at a time #smallbizchat
TaiGoodwin:	@marshaegan I use to use Toodledo to help manage and prioritize - I got to get back to that #smallbizchat
maximumharvest:	RT @yourjobmyoffice: A8 I sort my emails in folders - by client + I set time aside for each one daily. After reading, I act and file. #smallbizchat
bepromotable:	RT @POWERORGMath: #smallbizchat I like the weekly purge schedule and folder tips mentioned. Labels with a purpose! #smallbizchat
maximumharvest:	RT @PersonaAffairs: @CASUDI You are on the money. I like the weekly purging tip #smallbizchat
SharraBrockman:	Where my Google email users at? Are there great productivity tips for Gmail? #smallbizchat
JDEbberly:	RT @POWERORGMath: #smallbizchat I like the weekly purge schedule and folder tips mentioned. Labels with a purpose! #SmallBizChat
maximumharvest:	RT @marshaegan: RT @PersonaAffairs: @CASUDI You are on the money. I like the weekly purging tip +++++Actually - better to purge daily. #smallbizchat
khiser2010:	So true! RT @philsimon: A3: it's difficult to resist the temptation to check email every hour. It's a function of our society. #smallbizchat
ellenlange:	I have resorted to a paper notebook with a to-do list that keeps me focused #smallbizchat
JDEbberly:	RT @TaiGoodwin: @marshaegan I use to use Toodledo to help manage and prioritize - I got to get back to that #SmallBizChat
smallbizlady:	RT @SharraBrockman: Where my Google email users at? Are there great productivity tips for Gmail? #smallbizchat



maximumharvest:	RT @marshaegan: A8.b Set a reminder 2 go in and grab that item u dragged, then LET the reminder remind u. U'll know where to find it. #smallbizchat
TaiGoodwin:	RT @SharraBrockman: Where my Google email users at? Are there great productivity tips for Gmail? #smallbizchat
marshaegan:	If using Gmail, labels serve the same function as folders. #smallbizchat
CASUDI:	@SmallBizLady these days to get ahead I delete irrelevant & do answer quick (one line) answers B4 I start #smallbizchat
MagneticSilvia:	RT @marshaegan: If using Gmail, labels serve the same function as folders. #smallbizchat
maximumharvest:	RT @doggdaze: A good idea if you are using outlook is to set a rule that will automatically place emails in certian folders by email addy #smallbizchat
bepromotable:	True true. RT @TaiGoodwin: RT @SharraBrockman: Where my Google email users at? Are there great productivity tips for Gmail? #smallbizchat
TaiGoodwin:	RT @marshaegan: If using Gmail, labels serve the same function as folders. #smallbizchat
JDEbberly:	RT @marshaegan: If using Gmail, labels serve the same function as folders #SmallBizChat
smallbizlady:	RT @marshaegan: @SharraBrockman If using Gmail, labels serve the same function as folders. #smallbizchat
bepromotable:	good tip. never thought about that! RT @marshaegan: If using Gmail, labels serve the same function as folders. #smallbizchat
marshaegan:	RT @SharraBrockman: Where my Google email users at? Are there great productivity tips for Gmail? ck Google Enterprise Blog #smallbizchat
SharraBrockman:	@marshaegan I use labels and rules; maybe need to check Labs from time to time to see what new ideas might be helpful. #smallbizchat
TaiGoodwin:	RT @CASUDI: @SmallBizLady these days to get ahead I delete irrelevant & do answer quick (one line) answers B4 I start #smallbizchat
doggdaze:	RT @khiser2010: So true! RT @philsimon: difficult 2 resist temptation 2 check email evry hr. It's a function of our society #smallbizchat
maximumharvest:	RT @marshaegan: A9.a u won't forget. U'll have a new habit of planning ur day, looking at all the stuff u have 2 do incl email. #smallbizchat
maximumharvest:	RT @marshaegan: A9.b Plan ALL ur daily to do's - mtgs, phone calls, tasks delivered by email. Rely on reminders. Do it once, & stick to it. #smallbizchat
smallbizlady:	Q10: WHAT OTHER PRACTICES CAN WE USE TO ENHANCE OUR E-MAIL PRODUCTIVITY? #smallbizchat
PersonaAffairs:	RT @marshaegan: If using Gmail, labels serve the same function as folders. #smallbizchat
CASUDI:	@JDEbberly the only label U have to watch out 4 is the MISC label ~ it can be 20,000 full B4 U know it #smallbizchat :-)
bepromotable:	RT @doggdaze: RT @khiser2010: So true! RT @philsimon: difficult 2 resist temptation 2 check email evry hr. function of society #smallbizchat
JDEbberly:	@judiknight About two yeas ago - Had this brilliant idea - I was gonna go join 190 social media outposts - Gave it up tho #SmallBizChat



TaiGoodwin:	RT @smallbizlady: Q10: WHAT OTHER PRACTICES CAN WE USE TO ENHANCE OUR E-MAIL PRODUCTIVITY? #smallbizchat
JDEbberly:	RT @smallbizlady: Q10: WHAT OTHER PRACTICES CAN WE USE TO ENHANCE OUR E-MAIL PRODUCTIVITY? #SmallBizChat
MarkRosch:	@SharraBrockman Gmail rocks, but extend its value w/add-ins like Rapportive and Zoho. #smallbizchat
smallbizlady:	RT @CASUDI: @SmallBizLady these days to get ahead I delete irrelevant & do answer quick (one line) answers B4 I start #smallbizchat
doggdaze:	Outlook is a great productivity too not only for email management but for appointment scheduling and reminders. #smallbizchat
doggdaze:	RT @smallbizlady: Q10: WHAT OTHER PRACTICES CAN WE USE TO ENHANCE OUR E-MAIL PRODUCTIVITY? #smallbizchat
maximumharvest:	RT @POWERORGMATH: #smallbizchat I like the weekly purge schedule and folder tips mentioned. Labels with a purpose!
bepromotable:	RT @smallbizlady: Q10: WHAT OTHER PRACTICES CAN WE USE TO ENHANCE OUR E-MAIL PRODUCTIVITY? #smallbizchat
marshaegan:	RT @philsimon: difficult 2 resist temptation 2 check email evry hr. Its a function of our society RESIST - u'll get more done #smallbizchat
TaiGoodwin:	@MarkRosch Zoho and Gmail - say more... #smallbizchat
JDEbberly:	@CASUDI I have something like that in my Yahoo Mail acct - It already has thousands - in addition to the 20,290 #SmallBizChat
marshaegan:	A10.a Too many people try 2 use e-mail when it shouldn't be used. The 1st ??? to ask is what is the best way to communicate? #smallbizchat
smallbizlady:	RT @MarkRosch: @SharraBrockman Gmail rocks, but extend its value w/add-ins like Rapportive and Zoho.<I love Rapportive> #smallbizchat
JDEbberly:	RT @MarkRosch: @SharraBrockman Gmail rocks, but extend its value w/add-ins like Rapportive and Zoho. #SmallBizChat
SharraBrockman:	Yes, please do! RT @taigoodwin: @MarkRosch Zoho and Gmail - say more... #smallbizchat
PersonaAffairs:	RT @philsimon: difficult 2 resist temptation 2 check email evry hr. Its a function of our society RESIST - ull get more done #smallbizchat
JDEbberly:	RT @doggdaze: Outlook is a great productivity too not only for email management but for appointment scheduling and reminders #SmallBizChat
CASUDI:	@smallbizlady A10: More productive 4 mail search ~ if U change subject in a thread of Convo PLS change the subject line #smallbizchat
bepromotable:	RT @JDEbberly: RT @MarkRosch: @SharraBrockman Gmail rocks, but extend its value w/add-ins like Rapportive and Zoho. #smallbizchat
HealerAvalaura:	@SmallBizLady I usually reply to all emails within 24s, then immediately label, place in folder or delete. #smallbizchat



doggdaze:	@bepromotable @philsimon I always feel like I'm missing something important if I don't check it constantly. Need healing! #smallbizchat
marshaegan:	A10.b 3 Actions can reduce productivity "sap." 1. Stop urgent emailing 2. Ck email only 5 times daily 3. Keep inboxes empty. #smallbizchat
JDEbberly:	@judiknight Well at least I gave up 30 of them ;) #SmallBizChat
smallbizlady:	@MarkRosch Tell us more about Zoho with gmail? #smallbizchat
maximumharvest:	RT @toddysm: @smallbizlady A9: I keep them as unread or flagged in the inbox and concentrate on one email at a time #smallbizchat
JDEbberly:	RT @marshaegan: A10.a Too many people try 2 use e-mail when it shouldn't be used.The 1st ??? to ask is whats best way to comm? #SmallBizChat
TaiGoodwin:	RT @marshaegan: A10.a Too many people use e-mail when it shouldn't be used. The 1st ? to ask is what is the best way to comm? #smallbizchat
smallbizlady:	A blog post with a more detailed Q & A with our guest comes out on Thursdays on @ Smallbizlady?s blog: http://bit.ly/3x5Gm2 #smallbizchat
JDEbberly:	RT @MarkRosch: @SmallBizLady Boomerang also an excellent add-in to Gmail for productivity. #SmallBizChat
MarkRosch:	.@taigoodwin @sharrabrockman zoho's integrated CRM feature makes it easy to track contacts, biz potential, touchpoints, etc. #smallbizchat
PersonaAffairs:	I feel like I'm in an Email Intervention session. Much Needed...Whew! Thanks #smallbizchat
TaiGoodwin:	@JDEbberly I love google calendar! #smallbizchat
doggdaze:	RT @marshaegan: 2 many people try 2 use email when it shouldn't b used-The 1st ? 2 ask is what is the best way to communicate? #smallbizchat
smallbizlady:	Want to know when it?s time to leave your job to start your business? Check out my latest YouTube video: http://bit.ly/fegTCO #smallbizchat
JDEbberly:	RT @marshaegan A10b 3 Actions reduce prod "sap." 1. Stop urgent emailing 2. Ck email only 5 times daily 3. Keep inboxes empty #SmallBizChat
maximumharvest:	RT @smallbizlady: Q10: WHAT OTHER PRACTICES CAN WE USE TO ENHANCE OUR E-MAIL PRODUCTIVITY? #smallbizchat
CASUDI:	@marshaegan YES, I am guilty of using email for IM ~ one liner in subj line :-) #smallbizchat
JDEbberly:	RT @PersonaAffairs: I feel like I'm in an Email Intervention session. Much Needed...Whew! Thanks #SmallBizChat
bepromotable:	me too. it's a life saver for me & my smartphone! RT @TaiGoodwin: @JDEbberly I love google calendar! #smallbizchat
marshaegan:	RT @philsimon I feel like I'm missing sometg important if I don't check it constantly. UR missing getting other work done... #smallbizchat



marshaegan:	A10.b We challenge peeps to consider the overall time of the transaction, not just the time it takes u to get it off ur desk. #smallbizchat
TaiGoodwin:	RT @CASUDI: A10: More productive 4 mail search ~ if U change subject in a thread of Convo PLS change the subject line #smallbizchat
JDEbberly:	RT @smallbizlady Want to know when it?s time to leave ur job to start your biz? Check out my YouTube vid http://bit.ly/fegTCO #SmallBizChat
maximumharvest:	RT @marshaegan: If using Gmail, labels serve the same function as folders. #smallbizchat
MarkRosch:	G-mail's "Canned Responses" also helpful answering the FAQa people don't read on the site. #smallbizchat
maximumharvest:	RT @CASUDI: @SmallBizLady these days to get ahead I delete irrelevant & do answer quick (one line) answers B4 I start #smallbizchat
smallbizlady:	Q11: WHAT CAN WE DO TO RECEIVE LESS E-MAIL? #smallbizchat
CASUDI:	@PersonaAffairs I almost always do email intervention (FIRST) for the small biz's I mentor :) #smallbizchat
bepromotable:	very neat. didn't know RT @MarkRosch: G-mails "Canned Responses" also helpful answering the FAQa people dont read on the site. #smallbizchat
JDEbberly:	RT @marshaegan A10b We chall ppl to consider overall time of transaction, not just the time it takes u to get it off ur desk #SmallBizChat
TaiGoodwin:	@MarkRosch what about Oprius? Trying to choose between that and Zoho #smallbizchat
maximumharvest:	RT @marshaegan: RT @SharraBrockman: Where my Google email users at? Are there great productivity tips for Gmail? ck Google Enterprise Blog #smallbizchat
JDEbberly:	RT @smallbizlady: Q11: WHAT CAN WE DO TO RECEIVE LESS E-MAIL? #SmallBizChat
PersonaAffairs:	@marshaegan your the overall time is the main issue... #smallbizchat
POWERORGMath:	RT @bepromotable: very neat. didn't know RT @MarkRosch: G-mails "Canned Responses" also helpful answering the FAQa people dont read on the site. #smallbizchat
CASUDI:	@TaiGoodwin also always have the subject line match the subject (even if 3 subjects :-) #smallbizchat
smallbizlady:	RT @MarkRosch: .@taigoodwin @sharrabrockman zoho's integrated CRM feature makes it easy to track contacts, biz potential, touchpoints, etc. #smallbizchat
bepromotable:	RT @marshaegan: A10.b consider the overall time of the transaction, not just the time it takes u to get it off ur desk. #smallbizchat
maximumharvest:	RT @CASUDI: @JDEbberly the only label U have to watch out 4 is the MISC label ~ it can be 20,000 full B4 U know it #smallbizchat :-)
marshaegan:	A11.a The more e-mail u send, the more e-mail u'll get-Send less email, u'll receive less email. http://inboxdetox.com/gift #smallbizchat
MarkRosch:	.@CASUDI many of us can now un-thread G-mail's message view #smallbizchat



TaiGoodwin:	RT @MarkRosch: @SharraBrockman Gmail rocks, but extend its value w/add-ins like Rapportive and Zoho. #smallbizchat
JDEbberly:	RT @TaiGoodwin: @MarkRosch what about Oprius? Trying to choose between that and Zoho #SmallBizChat
doggdaze:	A lot of clients don't realize that emailing them back right away is takes away from me doing their work #smallbizchat
JDEbberly:	RT @smallbizlady: RT @MarkRosch: @SmallBizLady Boomerang also an excellent add-in to Gmail for productivity #SmallBizChat
doggdaze:	RT @smallbizlady: Q11: WHAT CAN WE DO TO RECEIVE LESS E-MAIL? #smallbizchat
MarkRosch:	The autoresponder feature of "Canned Responses" in Gmail is less than awesome though. #smallbizchat
marshaegan:	A11.b The more people you copy on an e-mail message, the more e-mail messages u'll get. Copy ONLY those who really need it #smallbizchat
PersonaAffairs:	@CASUDI I have starred the tips from tonight and will map the next 30 days. We should talk #smallbizchat
toddysm:	A11: Few suggestions - 1. send less emails 2. unsibscribe from services you don't need 3. be smart when you write/reply #smallbizchat
JDEbberly:	RT @doggdaze: A lot of clients don't realize that emailing them back right away is takes away from me doing their work #SmallBizChat
TaiGoodwin:	RT @MarkRosch: G-mail's "Canned Responses" also helpful answering the FAQa people don't read on the site. #smallbizchat
maximumharvest:	RT @marshaegan: A10.a Too many people try 2 use e-mail when it shouldn't be used. The 1st ??? to ask is what is the best way to communicate? #smallbizchat
CASUDI:	@MarkRosch Some of us dont use Gmail (yet?) :) #smallbizchat
doggdaze:	RT @marshaegan: The more e-mail u send, the more e-mail u'll get-Send less email, u'll receive less email #smallbizchat
smallbizlady:	@PersonaAffairs ok I want a full report :) #smallbizchat
bepromotable:	RT @toddysm: A11: 1. send less emails 2. unsubscribe from services you dont need 3. be smart when you write/reply #smallbizchat
JDEbberly:	RT @MarkRosch: G-mail's "Canned Responses" also helpful answering the FAQa people don't read on the site. #SmallBizChat
MarkRosch:	@TaiGoodwin Have not tried Oprius. You like it? #smallbizchat
POWERORGMath:	RT @toddysm: A11: Few suggestions - 1. send less emails 2. unsibscribe from services you don't need 3. be smart when you write/reply #smallbizchat
TaiGoodwin:	Any #VAs skilled in setting up shortcuts and systems with Gmail? #smallbizchat
bepromotable:	email karma...RT @marshaegan: The more e-mail u send, the more e-mail ull get-Send less email, ull receive less email #smallbizchat
smallbizlady:	RT @toddysm: A11 Few suggestions 1.send less emails 2.unsibscribe from services you don't need 3.be smart when you write/reply #smallbizchat
marshaegan:	A11.c One of the most effective ways to reduce the amount of e-mail you receive is to pick up the phone more. #smallbizchat



angelabelford:	RT @toddyism: A11: Few suggestions - 1. send less emails 2. unsubscribe from unneeded services 3. be smart when you write/reply #smallbizchat
JDEbberly:	RT @TaiGoodwin: Any #VAs skilled in setting up shortcuts and systems with Gmail? #SmallBizChat
MarkRosch:	@CASUDI I'm a firm believer in all of the #Google Apps tools. #smallbizchat
SharraBrockman:	@CASUDI Nooooooooooooo! :) Gmail is wonderful! #smallbizchat
bepromotable:	RT @marshaegan: A11.c One of the most effective ways to reduce the amount of e-mail you receive is to pick up the phone more. #smallbizchat
MagneticSilvia:	RT @MarshaEgan: A11.c One of the most effective ways to reduce the amount of e-mail you receive is to pick up the phone more. #smallbizchat
maximumharvest:	RT @marshaegan: A10.b 3 Actions can reduce productivity "sap." 1. Stop urgent emailing 2. Ck email only 5 times daily 3. Keep inboxes empty. #smallbizchat
smallbizlady:	RT @TaiGoodwin: Any #VAs skilled in setting up shortcuts and systems with Gmail? #smallbizchat
JDEbberly:	RT @marshaegan: A11.c One of the most effective ways to reduce the amount of e-mail you receive is to pick up the phone more #SmallBizChat
marshaegan:	A11.d Remember, e-mail is not dialogue, it is a static one-way conveyance of information. You can't make it 2 way #smallbizchat
Nixie:	@JDEbberly @marshaegan Gmail labels are nothing like folders no matter how much Google thinks they are. #SmallBizChat
JDEbberly:	RT @MarkRosch: @CASUDI I'm a firm believer in all of the #Google Apps tools #SmallBizChat
CASUDI:	@PersonaAffairs implement one at a time ~ dont try all at once ~ make it a decisive journey of organization #smallbizchat
TaiGoodwin:	RT @marshaegan: A11.b The more people you copy on an e-mail message, the more e-mail messages u'll get. #smallbizchat
smallbizlady:	Q12: WHAT TIPS DO YOU HAVE ABOUT WRITING THE EFFECTIVE E-MAIL MESSAGES? #smallbizchat
MarkRosch:	@TaiGoodwin Shortcuts such as? #smallbizchat
MagneticSilvia:	@CASUDI Gmail is fantastic! #smallbizchat
smallbizlady:	RT @marshaegan: A11.c One of the most effective ways to reduce the amount of e-mail you receive is to pick up the phone more #smallbizchat
maximumharvest:	RT @MarkRosch: .@taigoodwin @sharrabrockman zoho's integrated CRM feature makes it easy to track contacts, biz potential, touchpoints, etc. #smallbizchat
JDEbberly:	RT @smallbizlady: Q12: WHAT TIPS DO YOU HAVE ABOUT WRITING THE EFFECTIVE E-MAIL MESSAGES? #SmallBizChat
POWERORGMATH:	@BePromotable email karma is true! We've changed our way of communicating as well. It increases our opens! #smallbizchat
marshaegan:	A12.a Write very short e-mail messages. W/ 70% of e-mail readers skimming msgs, the less you write, the more they'll read. #smallbizchat
mentormarketing:	another way I keep my email voume down is to use the message feature of basecamp for projects in progress #SmallBizChat



TaiGoodwin:	@marshaegan: A11.b That goes for replying too - Only reply to those who need it - Bulk replyies drive me nuts! #smallbizchat
CASUDI:	@SharraBrockman Yes I know, I suggest it often however I have always been reluctant to be under the big G :-) #smallbizchat
MsGazell:	RT @smallbizlady: Want to know when it?s time to leave your job to start your business? Check out my latest YouTube video: http://bit.ly/fegTCO #smallbizchat
JDEbberly:	RT @marshaegan A12a Write very short e-mail msgs. W/ 70% of e-mail readers skimming msgs, less you write, more they'll read #SmallBizChat
bepromotable:	RT @marshaegan: A12.a Write very short e-mail. 70% of e-mail readers skimming msgs, the less you write, the more theyll read. #smallbizchat
JDEbberly:	RT @TaiGoodwin: @marshaegan: A11.b That goes for replying too - Only reply to those who need it - Bulk replyies drive me nuts! #SmallBizChat
TaiGoodwin:	@MarkRosch Testing it out. Have used Zojo bookkeeping but Oprius integrates with Freshbooks #smallbizchat
maximumharvest:	RT @smallbizlady: Q11: WHAT CAN WE DO TO RECEIVE LESS E-MAIL? #smallbizchat
smallbizlady:	RT @marshaegan: A11d E-mail is not dialogue, it is a static one-way conveyance of information. U can't make it 2 way #smallbizchat
POWERORGMath:	Handwritten Notes RT @MarshaEgan: To reduce the amount of e-mail you receive =pick up the phone more. #smallbizchat
marshaegan:	RT @TaiGoodwin: : A11.b That goes for replying too - Only reply to those who need it - Bulk replies drive me nuts! ME TOO! #smallbizchat
TaiGoodwin:	RT @smallbizlady: Q12: WHAT TIPS DO YOU HAVE ABOUT WRITING THE EFFECTIVE E-MAIL MESSAGES? #smallbizchat
HealerAvalaura:	@SmallBizLady I don't mind the emails. They are usually quicker to address than a phone call & can be done on my schedule. #smallbizchat
MarkRosch:	G-mail's filtering is also an excellent way to manage incoming e-mial #smallbizchat
JDEbberly:	RT @marshaegan: A11d E-mail is not dialogue, it is a static one-way conveyance of information. U can't make it 2 way #SmallBizChat
maximumharvest:	RT @marshaegan: A11.a The more e-mail u send, the more e-mail u'll get-Send less email, u'll receive less email. http://inboxdetox.com/gift #smallbizchat
toddysm:	@JDEbberly A12: be clear, succinct and explicit and ask all the questions at once - don't be vague and spoon-feeding #smallbizchat
CASUDI:	@marshaegan send less, so agree and write less ~ twitter should be good training for that #smallbizchat
marshaegan:	A12.b Email best practice: Put the Main point in the very first sentence of the email message. They always read THAT. #smallbizchat
DorethiaConner:	RT @marshaegan: A12.a Write very short e-mail messages.70% of ppl skim msgs, the less you write - the more they'll read #smallbizchat



MagneticSilvia:	RT @HealerAvalaura: @SmallBizLady I don't mind the emails. They are usually quicker to address than a phone call & can be done on my schedule. #smallbizchat
marshaegan:	A12.c Break up your messages into no more than 3 sentence paragraphs, preferably 2. Make it EZ 4 peeps 2 read your msgs. #smallbizchat
angelabelford:	RT @marshaegan: Write very short e-mail messages. W/70% of e-mail readers skimming msgs, less you write, more they'll read. #smallbizchat
TaiGoodwin:	RT @CASUDI: @PersonaAffairs implement one at a time ~ dont try all at once ~ make it a decisive journey of organization #smallbizchat
marshaegan:	A12.d Have an auto signature that allows people to easily respond, and include your e-mail address #smallbizchat
POWERORGMATH:	RT @DorethiaConner: RT @marshaegan: A12.a Write very short e-mail messages. 70% of ppl skim msgs, the less you write - the more they'll read #smallbizchat
bepromotable:	RT @marshaegan: A12.b Email best practice: Put the Main point in the very first sentence of the email message. #smallbizchat
doggdaze:	@marshaegan People only read the first couple of sentences anyway. They always ask something I told them in the 3rd sentence #smallbizchat
Lacewigdesigner:	@SmallBizLady how often is it "normal" to check your e-mail on a daily basis #smallbizchat
bepromotable:	RT @marshaegan: A12.d Have an auto signature that allows people to easily respond, and include your e-mail address #smallbizchat
MarkRosch:	@TaiGoodwin Would be interested in hearing how that goes. I only really use Zoho CRM w/G-mail. Acctng still offline in Qbooks #smallbizchat
smallbizlady:	RT @marshaegan: A12.b Email best practice: Put the Main point in the 1st sentence of the email message. They always read THAT. #smallbizchat
JDEbberly:	RT @marshaegan A12c Break up ur messages into no more than 3 sentence paragraphs, preferably 2. Make EZ 4 ppl 2 read your msgs #SmallBizChat
angelabelford:	If you really want them to really want them to read them, put the main topic in the subject. #smallbizchat
marshaegan:	A12.e Use excellent grammar and punctuation, every time -- remember, you are your message. #smallbizchat
TaiGoodwin:	RT @marshaegan: A11d E-mail is not dialogue, it is a static one-way conveyance of information. U can't make it 2 way #smallbizchat
SharraBrockman:	@HealerAvalaura I tend to agree with you. Plus I have a paper trail of decisions made and information exchanged. #smallbizchat
maximumharvest:	RT @marshaegan: A11.b The more people you copy on an e-mail message, the more e-mail messages u'll get. Copy ONLY those who really need it #smallbizchat



bepromotable:	i'm scared of the answer RT @Lacewigdesigner: @SmallBizLady how often is it "normal" to check your e-mail on a daily basis #smallbizchat
toddysm:	@JDEbberly A12 Oh, and very a very descriptive Subject line #smallbizchat
POWERORGMATH:	RT @MarshaEgan: A12.c Break up your msgs into no more than 3 sentence paragraphs. EZ 4 peeps 2 read your msgs. #smallbizchat
marshaegan:	A12.f Never send an emotional e-mail message -- remember e-mail is for facts, not feelings. http://inboxdetox.com/gift #smallbizchat
JDEbberly:	RT @marshaegan: A12.d Have an auto signature that allows people to easily respond, and include your e-mail address #SmallBizChat
michaelwnau:	RT @philsimon: A2: get people to pick up the phone when needed; a 3 min talk can obviate need for five emails. #smallbizchat
TaiGoodwin:	RT @marshaegan: A12.b Email best practice: Put the Main point in the very first sentence of the email message. #smallbizchat
MijiPearse:	RT @JDEbberly: RT @marshaegan: A11.c One of the most effective ways to reduce the amount of e-mail you receive is to pick up the phone more #SmallBizChat
angelabelford:	RT @marshaegan: A12.e Use excellent grammar and punctuation, every time -- remember, you are your message. - For sure! #smallbizchat
michaelwnau:	RT @philsimon: My general rule: more than three emails means it's time for someone to pick up the phone. #smallbizchat
JDEbberly:	RT @marshaegan: A12.e Use excellent grammar and punctuation, every time -- remember, you are your message #SmallBizChat
smallbizlady:	@Lacewigdesigner @Marshaegan recommends checking email 5 times a day only #smallbizchat
toddysm:	@TaiGoodwin @marshaegan Oooh, surely you can - it can even become a debate :) #smallbizchat
smallbizlady:	Next week on #Smallbizchat Legally Protecting Your Brand with Aurelia Mitchell Durant, Esquire @BrandProtectors #smallbizchat
MarkRosch:	@SmallBizLady "Don't bury the lede" Get to the point right away. Also when responding, answer the questions people have asked. #smallbizchat
marshaegan:	Book 4 my new support group: Inbox Detox and the Habit of E-mail Excellence http://InboxDetox.com/inbox-detox #smallbizchat
maximumharvest:	RT @marshaegan: A11.c One of the most effective ways to reduce the amount of e-mail you receive is to pick up the phone more. #smallbizchat
MijiPearse:	RT @marshaegan: A10.b 3 Actions can reduce productivity "sap." 1. Stop urgent emailing 2. Ck email only 5 times daily 3. Keep inboxes empty. #smallbizchat



smallbizlady:	Thanks to our guest, Marsha Egan @marshaegan for helping us get our email under control. More at http://www.inboxdetox.com/ #smallbizchat
PersonaAffairs:	RT @marshaegan: Book 4 my new support group: Inbox Detox and the Habit of E-mail Excellence http://InboxDetox.com/inbox-detox #smallbizchat
DorethiaConner:	RT @marshaegan: Book 4 my new support group: Inbox Detox and the Habit of E-mail Excellence http://InboxDetox.com/inbox-detox #smallbizchat
TaiGoodwin:	RT @marshaegan: A12.d Have an auto signature that allows people to easily respond, and include your e-mail address #smallbizchat
yourjobmyoffice:	Lose txt mentality! RT @marshaegan: A12.e Use excellent grammar + punctuation, every time -- remember, you are your message. #smallbizchat
marshaegan:	Please take our free online assessment of e-mailing best practices at http://bit.ly/assessemail #smallbizchat
smallbizlady:	Roll call, who?s on @Smallbizchat tonight? Give me your best 140-character commercial. #smallbizchat
TaiGoodwin:	RT @smallbizlady: Next week on #Smallbizchat Legally Protecting Your Brand with Aurelia Mitchell Durant @BrandProtectors #smallbizchat
smallbizlady:	Be sure to check out the blog tomorrow for guest Marsha Egan?s @marshaegan full interview: www.succeedasyourownboss.com #smallbizchat
JDEbberly:	RT @marshaegan: Book 4 my new support group: Inbox Detox and the Habit of E-mail Excellence http://InboxDetox.com/inbox-detox #SmallBizChat
PersonaAffairs:	Thanks Marsha Egan!!! #smallbizchat
smallbizlady:	If you found this interview helpful, join us every Wednesdays 8-9p ET follow @SmallBizChat on Twitter for info. #smallbizchat
bepromotable:	RT @smallbizlady: Thanks to our guest @marshaegan for helping us get our email under control http://www.inboxdetox.com/ #smallbizchat
JDEbberly:	RT @marshaegan: Please take our free online assessment of e-mailing best practices at http://bit.ly/assessemail #SmallBizChat
MagneticSilvia:	Hmmm, I'm not sure about not sending emotional emails. You still need to be yourself. Be happy, be disillusioned, be yourself! #smallbizchat
JDEbberly:	RT @smallbizlady: Roll call, who?s on @Smallbizchat tonight? Give me your best 140-character commercial. #SmallBizChat
DorethiaConner:	@marshaegan thanks for sharing such great info - much needed for those of us addicted to our email #smallbizchat
smallbizlady:	Thank you to online business manager @TaiGoodwin our co-host and social media pal. #smallbizchat
marshaegan:	Free white paper 4 all 2nites peeps: E-mail Culture -- Are You Managing It, or is It Managing You? http://InboxDetox.com/gift #smallbizchat
yourjobmyoffice:	#pitch: Sonia, office ace for hire. Exec virtual office assistant, non-traditional college student, VA to #smallbizchat



JDEbberly:	RT @smallbizlady: Next week on #Smallbizchat Legally Protecting Your Brand with Aurelia Mitchell Durant @BrandProtectors #SmallBizChat
smallbizlady:	Thank you to virtual assistant Sonia @YourJobMyOffice, she?ll get a link to the transcript out Thurs am on @SmallBizChat #smallbizchat
Zimana_:	I like MS Office via Windows live -- easy to flag notes as needed, by color #smallbizchat
TaiGoodwin:	Visit http://www.taigoodwin.com/ for marketing and social media that make sense and money! #smallbizchat
smallbizlady:	The mission of #Smallbizchat is to end small business failure by helping you succeed as your own boss. #smallbizchat
CASUDI:	Read B4 U send or send it to a friend) meaning if you have to send ~ send it to another (I do w my biz partner)#smallbizchat @MarshaEgan
maximumharvest:	RT @marshaegan: A12.a Write very short e-mail messages. W/ 70% of e-mail readers skimming msgs, the less you write, the more they'll read. #smallbizchat
PersonaAffairs:	helps people find their true market value in resume branding, social media and brand identity development #smallbizchat
smallbizlady:	Next week on #Smallbizchat Aurelia Mitchell Durant, Esquire @BrandProtectors shares how to Legally Protect Your Brand #smallbizchat
gnosisarts:	Get a free site review and be featured on our Univ. of Texas blog http://gnos.tk/TxE #smallbizchat
Zimana_:	RT @smallbizlady: Next week on #Smallbizchat Legally Protecting Your Brand with Aurelia Mitchell Durant, Esquire @BrandProtectors
marshaegan:	This was fun and interesting. Hope you all found it helpful! Happy emailing - and don't forget to purge! #smallbizchat
ellenlange:	thank you for the new information- now relax go have a spa peel in your own home @ellenlange #smallbizchat
maximumharvest:	RT @TaiGoodwin: @marshaegan: A11.b That goes for replying too - Only reply to those who need it - Bulk replies drive me nuts! #smallbizchat
SharraBrockman:	@smallbizlady Trademark & copyright attorney working with small business owners to protect their creativity! #smallbizchat
TaiGoodwin:	RT @marshaegan: Free white paper : E-mail Culture - Are You Managing It, or is It Managing You? http://InboxDetox.com/gift #smallbizchat
smallbizlady:	Submit questions for Melinda Emerson @smallbizlady about her book Become Your Own Boss Noon ET 2/3/11 http://wapo.st/h5wLAq #smallbizchat
JDEbberly:	RT @gnosisarts: Get a free site review and be featured on our Univ. of Texas blog http://gnos.tk/TxE #SmallBizChat
kindracotton:	I'm @kindracotton & I help small businesses use social media & technology more effectively thru @sss4success. :) #SmallBizChat
angelabelford:	@TheBelfordGroup for branding, web, print and marketing. Thanks for great info. #smallbizchat
maximumharvest:	RT @POWERORGmath: Handwritten Notes RT @MarshaEgan: To reduce the amount of e-mail you receive =pick up the phone more. #smallbizchat



michaelwnau:	RT @marshaegan: A11.a The more e-mail u send, the more e-mail u'll get-Send less email, u'll receive less email. http://inboxdetox.com/gift #smallbizchat
Zimana_:	RT @markrosch: @SmallBizLady "Don't bury the lede" Get to the pt right away. Also, answer the questions ppl have asked. #smallbizchat
JDEbberly:	RT @SharraBrockman: @smallbizlady Trademark & copyright attorney working with small biz owners to protect their creativity! #SmallBizChat
smallbizlady:	RT @marshaegan: Free white paper : E-mail Culture - Are You Managing It, or is It Managing You? http://InboxDetox.com/gift #smallbizchat
bepromotable:	Stop by and say hi some time at http://bepromotable.com/ Remarkable brands without the guesswork. Thanks! #smallbizchat
MarkRosch:	@SmallBizLady Despite title, lots of resources for small businesses in my book "Google For Lawyers" http://bit.ly/9IKtCN #smallbizchat
TaiGoodwin:	@marshaegan Thanks a Million (emails) to for giving some great tips and sparking great conversation #smallbizchat
maximumharvest:	RT @toddysm: @JDEbberly A12: be clear, succinct and explicit and ask all the questions at once - don't be vague and spoon-feeding #smallbizchat
Zimana_:	RT @marshaegan: Book 4 my new support group: Inbox Detox and the Habit of E-mail Excellence http://InboxDetox.com/inbox-detox #smallbizchat
PhaedraStock:	RT @taigoodwin: RT @SmallBizLady: Next week on #Smallbizchat Legally Protecting Your Brand with Aurelia Mitchell Durant @BrandProtectors...
JDEbberly:	RT @angelabelford: @TheBelfordGroup for branding, web, print and marketing. Thanks for great info. #SmallBizChat
maximumharvest:	RT @CASUDI: @marshaegan send less, so agree and write less ~ twitter should be good training for that #smallbizchat
maximumharvest:	RT @marshaegan: A12.b Email best practice: Put the Main point in the very first sentence of the email message. They always read THAT. #smallbizchat
JDEbberly:	RT @markrosch: @SmallBizLady "Don't bury the lede" Get to the pt right away. Also, answer the questions ppl have asked. #SmallBizChat
JDEbberly:	RT @bepromotable: Stop by and say hi some time at http://bepromotable.com/ Remarkable brands without the guesswork. Thanks! #SmallBizChat
maximumharvest:	RT @marshaegan: A12.c Break up your messages into no more than 3 sentence paragraphs, preferably 2. Make it EZ 4 peeps 2 read your msgs. #smallbizchat
bepromotable:	RT @SmallBizLady: Next week on #Smallbizchat Legally Protecting Your Brand with Aurelia Mitchell Durant @BrandProtectors #smallbizchat
maximumharvest:	RT @marshaegan: A12.d Have an auto signature that allows people to easily respond, and include your e-mail address #smallbizchat
TaiGoodwin:	RT @maximumharvest: RT @POWERORGmath: Handwritten Notes - @SalesDiva calls them lovemail #smallbizchat



smallbizlady:	@MarkRosch I would like to chat with you about being a guest #smallbizchat
MijiPearse:	RT @TaiGoodwin: RT @marshaegan: Free white paper : E-mail Culture - Are You Managing It, or is It Managing You? http://InboxDetox.com/gift #smallbizchat
maximumharvest:	RT @doggdaze: @marshaegan People only read the first couple of sentences anyway. They always ask something I told them in the 3rd sentence #smallbizchat
CASUDI:	A multi faceted entrepreneur who helps and mentors other entrepreneurs~ Designing Success http://bit.ly/13OKvF #smallbizchat
MijiPearse:	RT @Zimana_: RT @smallbizlady: Next week on #Smallbizchat Legally Protecting Your Brand with Aurelia Mitchell Durant, Esquire @BrandProtectors
JDEbberly:	RT @MarkRosch @SmallBizLady Despite title, lots resources for small bizs in my book "Google For Lawyers" http://bit.ly/9IKtCN #SmallBizChat
HealerAvalaura:	@SmallBizLady Healer, Counselor & Spiritual Teacher helping you to solve your problems and live the life you desire. #smallbizchat
PersonaAffairs:	@JDEbberly we need to follow up with each other to make sure we're under 1,000 by March :-) #smallbizchat
maximumharvest:	RT @angelabelford: If you really want them to really want them to read them, put the main topic in the subject. #smallbizchat
DorethiaConner:	Personal Finance/Biz Coaching that fit's your needs, no gimmicks, no games-real world solutions! http://www.connercoaching.com/ #smallbizchat
RCFurlow:	RT @smallbizlady: The mission of #Smallbizchat is to end small business failure by helping you succeed as your own boss. <- Great Job!
TaiGoodwin:	RT @MarkRosch: Despite title, lots of resources for small businesses in my book "Google For Lawyers" http://bit.ly/9IKtCN #smallbizchat
yourjobmyoffice:	RT @CASUDI: A multi faceted entrepreneur who helps and mentors other entrepreneurs~ Designing Success http://bit.ly/13OKvF #smallbizchat
HealerAvalaura:	@SharraBrockman good point! The paper trail is very important. I also have email addresses which can be added to mailing list. #smallbizchat
maximumharvest:	RT @MarshaEgan: A12.e Use excellent grammar and punctuation, every time -- remember, you are your message. #smallbizchat < ABSOLUTELY agree
bepromotable:	RT @CASUDI: A multi faceted entrepreneur who helps and mentors other entrepreneurs~ Designing Success http://bit.ly/13OKvF #smallbizchat
Zimana_:	@Zimana, checking in. Gain the most analysis for your web analytics data #smallbizchat -- also just sitting in for fun. :-) gr8 chat 2nite!
CoachHawanya:	RT @smallbizlady: The mission of #Smallbizchat is to end small business failure by helping you succeed as your own boss. #smallbizchat



doggdaze:	Thank you @ smallbizlady @ taigoodwin and @ marshaegan for another great # smallbizchat
JDEbberly:	RT @ DorethiaConner Pers Finance/BizCoach fits ur needs, no gimmicks, games-real world solutions! http://www.connercoaching.com/ # SmallBizChat
TaiGoodwin:	RT @ CASUDI : An entrepreneur who mentors other entrepreneurs~ Designing Success http://bit.ly/13OKvF -Nice to meet you # smallbizchat
maximumharvest:	RT @ marshaegan : A12.f Never send an emotional e-mail message -- remember e-mail is for facts, not feelings. http://inboxdetox.com/gift # smallbizchat