

QuietSpacing®

Send!

A Dozen Ways to Make Email Productive ... Again

Paul H. Burton

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 Paul@QuietSpacing.com

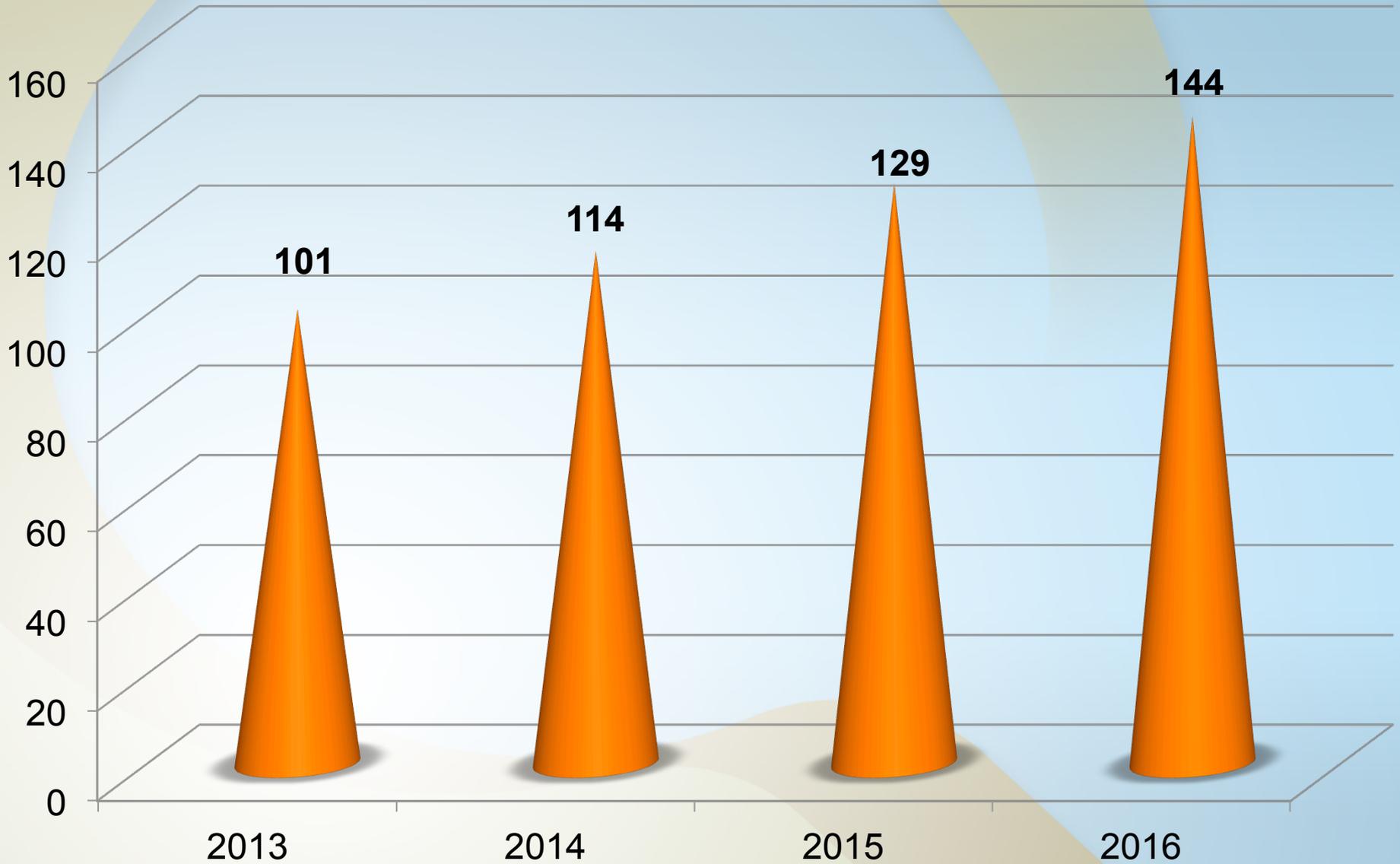
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Business E-mail/Day (Billions)



File Home Send / Receive Folder View Add-Ins Humanisys

New E-mail New Items Clean Up Delete Reply Reply All Forward More Meeting
 WIP_Waiting To Manager Done Reply & Delete Create New
 Find a Contact Address Book Filter E-mail Find

Search Inbox (Ctrl+F)

From	To	Subject	Due Date	Date
Bret Beresford-wood	Paul H. Burton	Thought - quicktips + protips = all at Pro level.	None	Fri 3/29/2013 9:14 PM
ics_support@cybersourc...	phb@outdoorplay.com	311] for Merchant ID [outdoorplay] has been a...	None	Fri 3/29/2013 9:14 PM
Facebook	Paul H. Burton	you in a photo on Facebook	None	Fri 3/29/2013 9:14 PM
Paul H. Burton	Paul H. Burton	Re: [redacted] cancellations and uninstalls - work...	None	Fri 3/29/2013 9:14 PM
Paul H. Burton	Paul H. Burton	Biz model thought protips = all at Pro level.	None	Fri 3/29/2013 9:14 PM
Mint.com	Paul H. Burton	Your Weekly Summary from Mint.com - 03/29/2013	None	Fri 3/29/2013 9:16 PM
Paul H. Burton	Paul H. Burton	Biz model thought protips = all at Pro level.	None	Fri 3/29/2013 9:14 PM
Dave Brand (Twitter)	Paul H. Burton	Dave Brand (@LDguy) on Twitter!	None	Fri 3/29/2013 8:32 PM
Paul H. Burton	Paul H. Burton	Two things	None	Fri 3/29/2013 7:48 PM
Google Alerts	Paul H. Burton	Google Alert - 'time management'	None	Fri 3/29/2013 6:41 PM
Tammie Helmick	Paul H. Burton	Re: QuietSpacing - 3.0 - Almost There	None	Fri 3/29/2013 6:11 PM
Cindy	113003@sale...	Toyota	None	Fri 3/29/2013 6:03 PM
Jim Schmuck	Paul H. Burton	LMA Conference - Digital Marketing	None	Fri 3/29/2013 4:43 PM
Klout News	Paul H. Burton	We've added Instagram to the Klout Score!	None	Fri 3/29/2013 3:49 PM
myLawCLE	Paul H. Burton	Paperless Office: The Mobile Law Firm Live Video Bro...	None	Fri 3/29/2013 3:40 PM
Lifehacker	Paul H. Burton	This Week's Most Popular Posts: March 22nd to 29th	None	Fri 3/29/2013 3:00 PM
Matt McQueen	Paul H. Burton	Re: Vacation	None	Fri 3/29/2013 2:48 PM
Paul H. Burton	Paul H. Burton	RE: updated doc	None	Fri 3/29/2013 2:48 PM
Bret Beresford-Wood	Paul H. Burton	updated doc	None	Fri 3/29/2013 2:48 PM
Jim (CPA Office)	Paul H. Burton	RE: Tax Questions: BURTON >>> Solo401K analysis	None	Fri 3/29/2013 12:49 PM
Stephanie Pickering	Paul H. Burton	Deposit Today	None	Fri 3/29/2013 12:49 PM
Stephanie Pickering	Paul H. Burton	Deposit Today	None	Fri 3/29/2013 12:49 PM
Paul H. Burton	Jim (CPA Office)	RE: Fed Tax Refund Going to Non-Existant Bank Account	None	Fri 3/29/2013 12:49 PM
Paul H. Burton	Jim Kimball (JckCPA@...)	Signed + 8879 - Signed	None	Fri 3/29/2013 12:49 PM
Brian Massey	Tree		None	Fri 3/29/2013 12:47 PM
BillingOnline@fedex.com	phb@outdoorplay.com	FedEx Billing Statement	None	Fri 3/29/2013 12:46 PM
Wells Fargo Online	Paul H. Burton	Wells Fargo Bill	None	Fri 3/29/2013 12:44 PM
Brian Massey	Paul H. Burton	Re: UPS Freight Invoices in My Account	None	Fri 3/29/2013 12:39 PM
Jim (CPA Office)	Paul H. Burton	RE: Fed Tax Refund Going to Non-Existant Bank Account	None	Fri 3/29/2013 12:39 PM
ml.zwCLE	Paul H. Burton	Consumer Bankruptcy 101 Live CLE Rebroadcast	None	Fri 3/29/2013 12:34 PM

March 2013 April 2013

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	1	2	3	4
31							5	6	7	8	9	10	11

Arrange By: Flag Due Date Today on top

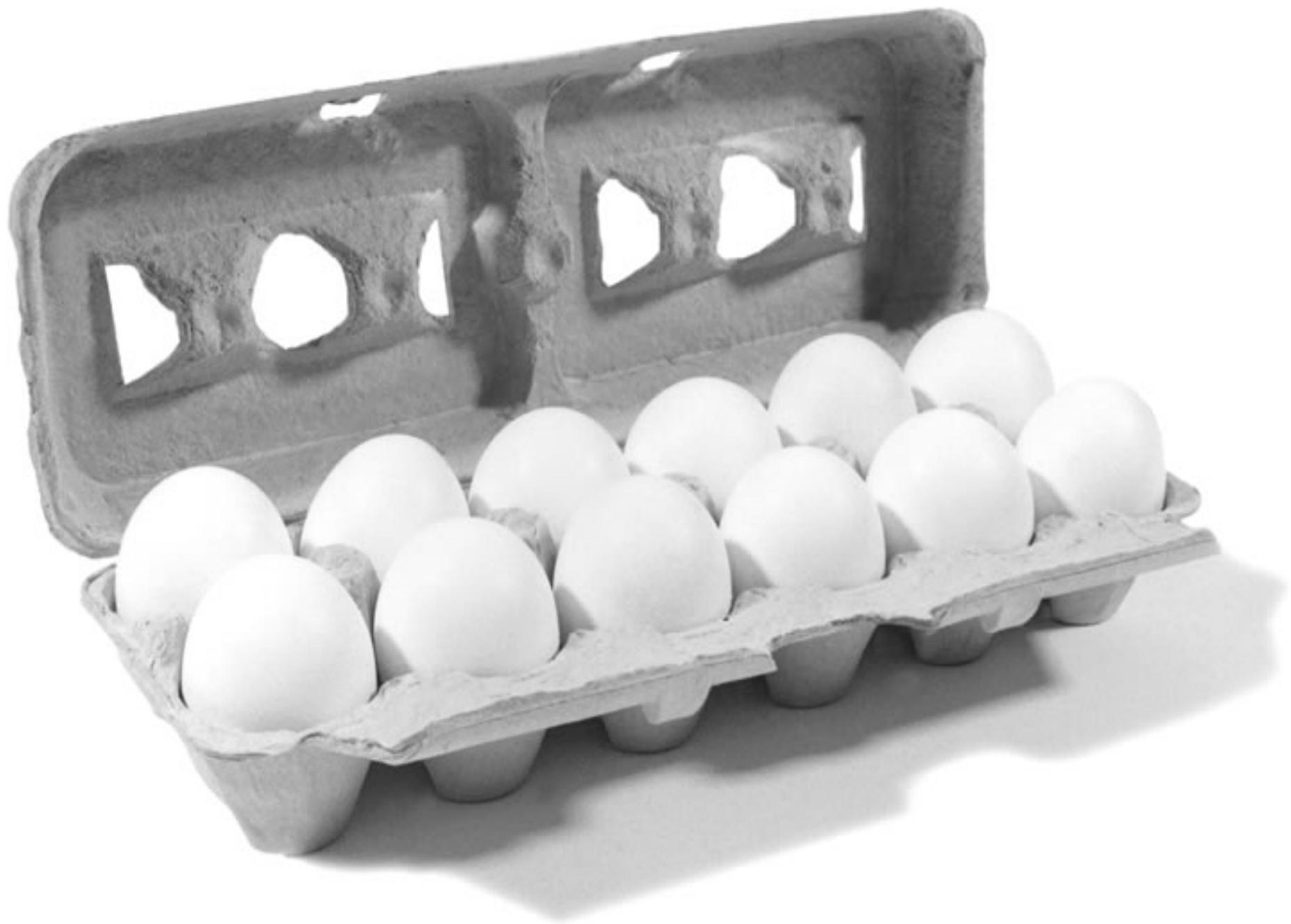
Type a new task

Today

- Business Planning - 2013 Business Plan
- Design mockup for

Tomorrow

- Finance - Monthly Bills to Deb
- Re: Blues Night @ LMA 2013
- Your Electric bill is now available online
- Your latest bill is now available at e-Bill
- Auto-payment not scheduled. You have a credit o...

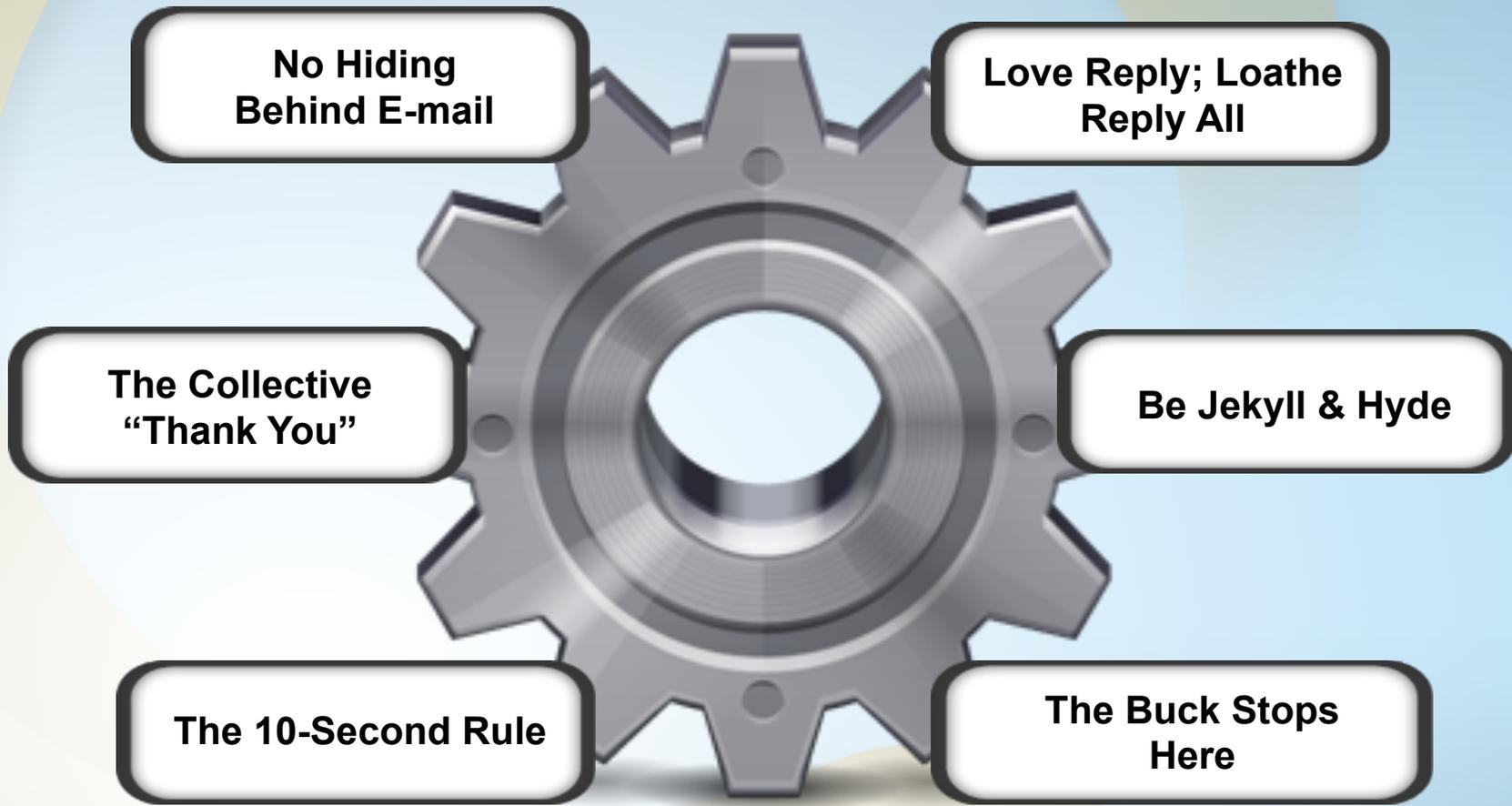




6



6



**No Hiding
Behind E-mail**

**Love Reply; Loathe
Reply All**

**The Collective
“Thank You”**

Be Jekyll & Hyde

The 10-Second Rule

**The Buck Stops
Here**



No Hiding Behind E-mail



Love Reply; Loathe Reply All



The Collective “Thank You”



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Unnecessary Email Credo



Starting today,
I will not create or participate in
unnecessary email threads
that only serve to clutter up
inboxes around the world,
so help me Internet.

Be Jekyll & Hyde



The 10-Second Rule



Yes, I agree. Please proceed.



The 10-Second Rule



I'd like to consider this for 24 hours, okay?



The 10-Second Rule



[Brief description of the most important thing you need to do today.]



The Buck Stops Here



**Mind The
Subject Line**

Give Good Signature

**Rules of the
Road**

**Deliver the
Goods ... First**

Be Responsalicious

Write a Screenplay

Mind The Subject Line

Subject:

Subject:

long time since we talked

Subject:

Did you bill credit cards? EOM

Subject:

Coordinating Bite-Sized Booklet - Deliverables & Deadlines - Next Deadline = PHB creates first draft by 4/30

Give Good Signature

Contact Info

Roxann Lincoln

AP / AR Manager
Cavaliers Operating Company, LLC.
1 Center Court
Cleveland, Ohio 44115
Tel: (216) 420-2041
Fax: (216) 420-2223
Email: RLincoln@cavs.com
<http://www.cavs.com>
<http://www.lakeerimonsters.com>
<http://www.clevelandgladiators.com>
<http://www.theqarena.com>
<http://www.cantoncharge.com>



Sat. May 11 - [Gladiators vs. Chicago Rush](#)
Sat. May 18 - [Gladiators vs. San Antonio Talons](#)
Sun. June 9 - [New Kids On The Block - 98 Degrees - Boyz II Men](#)
Fri. June 14 - [Cleveland Crush vs. Omaha Heart](#)
Sat. June 15 - [Fleetwood Mac Live 2013](#)

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Phone: 1-888-894-9424
In Person: Quicken Loans Arena and All Northern Ohio Discount Drug Marts.
Online: www.theQarena.com

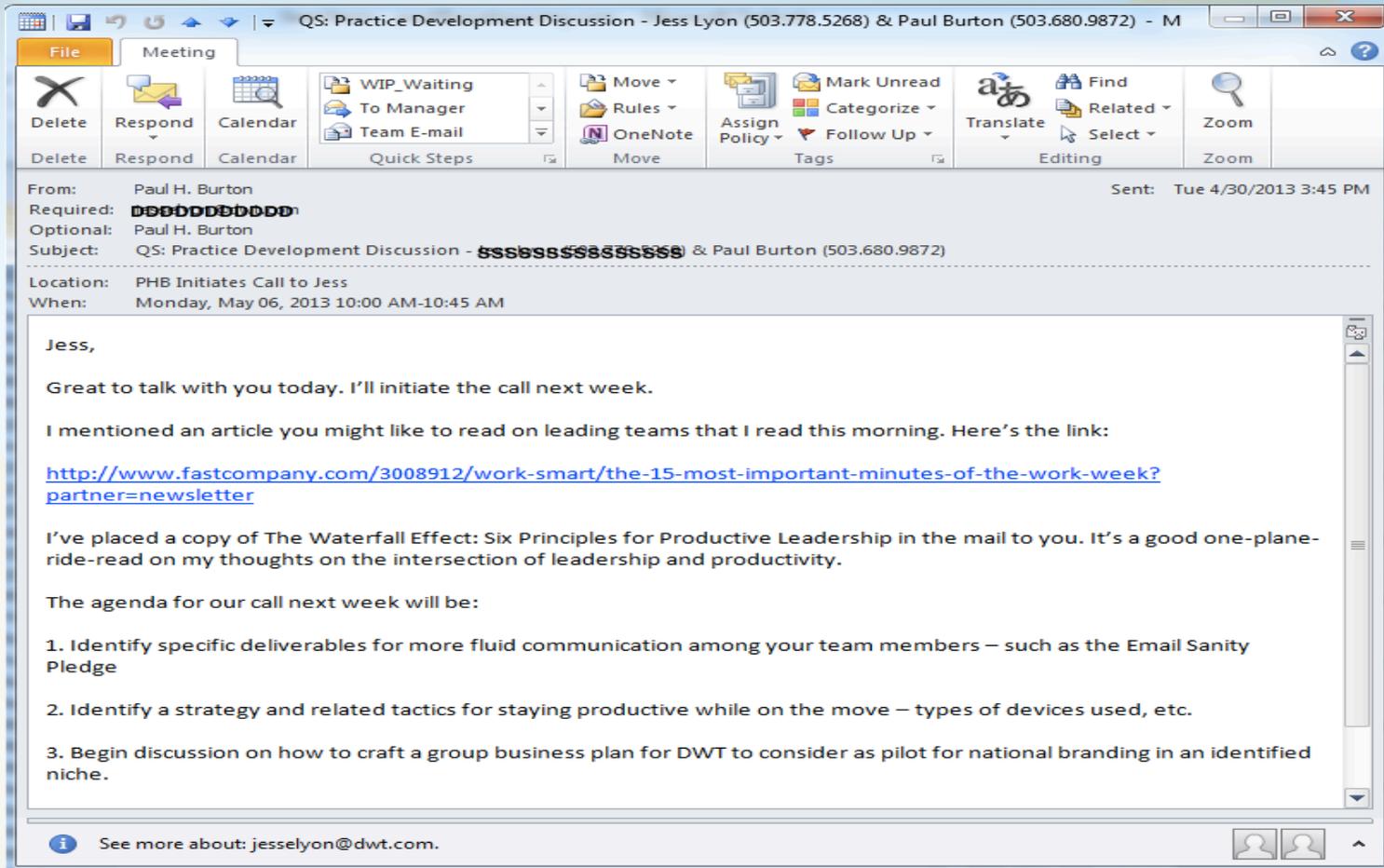
Promotional Info

Additional Info

Rules of the Road



Deliver the Goods ... First



Be Responsalicious

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Write a Screenplay

Harvey Dent opens his eyes. He's bound to a chair in a dingy, unfurnished basement apartment.

DENT
Rachel? Rachel is that you?

RACHEL
(sobbing)
Harvey. You're OK. I thought...

Her voice is coming from a speakerphone on the floor.

DENT
It's OK, Rachel. Everything's going to be just fine.

He looks around. Behind him, metal BARRELS, hooked up to a car battery, with a TIMER counting down: five minutes.

INT. INTERROGATION ROOM, MCU, GOTHAM CENTRAL -- NIGHT

The Joker sits, smiling, content. Stephens guards the door.

THE JOKER
I want my phone call.

Baker's Dozen: E-mail Is Forever



QuietSpacing®

Send!

A Dozen Ways to Make Email Productive ... Again

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