

## Put Yourself on an Email Diet

September 20, 2011 by [Martha Newman, J.D., PCC, TopLawyerCoach, LLC](#)



### ***Don't Let Email Responses Drain Your Time!***

Want to know what one of the biggest time wasters is?

Email.

What was once accomplished in a simple quick meeting often takes days of email exchanges to resolve. I know a lawyer who once had a two-day email exchange about which Fridays the staff could take off in the summer. The time they spent haggling and emailing back and forth probably equaled to one of those days off!

Email is of course fine and effective on most occasions. However, it's not in your best interest to copy half the company contact list with your message. Send your email to only the people for whom it is intended.

Emily Post replies - "Thanks!" or "Good job!" or "Good idea!" - should be kept to a minimum as well. **Limit yourself to emails that move things forward.**

*Sourced from Bang! Getting Your Message Heard in a Noisy World by Linda Kaplan Thaler and Robin Koval.*

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