

## Sharpening Your EDGE

### Volume 3 - Issue 8

**Thank you for subscribing to the 'Sharpening your EDGE' e-newsletter. Graduates asked us for ongoing practical, useful, and inspiring reminders to continue enhancing their productivity. Each newsletter will take less than 2 minutes to read.**



#### ***BACK AWAY FROM YOUR PDA***

*Are you Connected or Engaged?*

Bing! Ring! Buzz! No, it's not the doorbell, it is the incessant distraction of your PDA, Smartphone or Blackberry announcing new e-mail as it arrives.

What's that tap, tap, tap you hear in your meeting? Is it your colleague answering their e-mail rather than being engaged in the discussion? You know - the one who asked you to repeat the last thing you said.

Have you ever checked your messages during a meeting? Are you on your e-mail at dinner parties? What about at your child's soccer game? What message are you sending to your friends, family and colleagues?

A PDA can be a great productivity tool. It allows you to stay connected when you are out of the office so that you don't have to be tied to your desk. But, there is a fine line between being connected so that you can be productive outside of the office and being constantly distracted by incoming messages – not being able to engage completely in anything else. As a client said recently, "there is a big difference between being connected and being engaged."

Is your PDA keeping you from being engaged? How can you use a

PDA effectively without feeling like you have an electronic leash tied around your neck?

First, use your PDA to reduce your e-mail time when you return to the office. When you are out of the office, process your e-mail in batches on your PDA using the first 3 of the 4 D's. You can easily Delete, Do tasks that take less than 2 minutes and Delegate from the device. 80% of your e-mail can be handled from the PDA; leaving only the e-mails that need to be deferred to the Calendar, Task or To Do List.

Because you can synchronize most PDAs with your full e-mail system (E-mail, Calendar, Tasks/To Dos, and Contacts), you can rest assured that you always have what you need when you need it. From 1:1 meetings with your manager to team meetings to running errands, a PDA lets you carry your EDGE system with you at all times.

Second, remember that your PDA is just a communication tool. Some of us have started letting the tool do the thinking for us. We frequently forget who is the master and who is the servant. We let the tool take over our lives.

Start by controlling that "bing, ring, buzz" and set your PDA to silent or phone only when you don't need the notifications. For most of us, e-mail comes in constantly, so being notified every time there is a new message is not necessary - there is always a new message. We recommend turning off the e-mail reminders but turning on time sensitive reminders, like the Task and Calendar notifications, to ensure that you deliver what you promised on time.

We recommend the following settings for a PDA:

<b>Tool:</b>	<b>Setting:</b>
Internet Browser	NONE
Calendar	Tone & Vibrate
E-mail Message	NONE
SMS/Text Msgs	NONE
Tasks	Tone & Vibrate

Any time you are in a meeting or need to focus all of your energy and attention, turn all of the notifications off. Commit to being engaged 100% in what is in front of you.

Finally, set boundaries for when and how you are going to use the tool. For example, you might decide that you will review e-mails occasionally at night or on the weekends, but only respond if they are urgent. This prevents you from getting pulled in to your inbox and gives you time to disconnect from the office. Remind your team that if they have **urgent** items, that calling is the best way to reach you during those non-business hours.

By changing a few notification settings on your PDA and setting some boundaries for yourself, you can transform your PDA from a constant distraction to an effective tool that gives you greater freedom and productivity. ***You can be Connected and Engaged!***



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