

THE EFFECTIVE EDGE

Sharpening Your EDGE

Volume 3 - Issue 6

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.



EDGE-ING AWAY FROM THE OFFICE

Ah, summer time – vacations at the beach, time with friends and family. If only you could get your blackberry to stop buzzing!

Downtime is important for each of us. Having time to disengage, break away and relax doesn't detract from work – it actually makes us better employees, co-workers and people. Our clients often note that some of their best business ideas come when they aren't at work at all – when they are coaching little league or on a beach relaxing. You can't have those great ideas if you never unplug.

But how can you take that vacation without losing control of what is happening at the office? Use your EDGE system and the following best practices to give yourself the peace of mind that you've handled what you need to before you disengage.

- If you are going to take off – then TAKE OFF! Turn off your cell phone, don't check your e-mail and back away from your Blackberry. If you have to check-in with the office, create a set schedule and designate one person as your contact. Everyone should give that person any questions or information they may have for you. This minimizes your contact and focuses the conversations to only things you have to be involved in.
- A day or two before you leave, schedule a Weekly Recharge so

that you can feel complete and caught up. This will also give you an opportunity to review the things you need to renegotiate or delegate to others.

- Before you leave, ensure that your direct reports and co-workers have the information they need to get work done while you are away. Transfer control of projects, review standard procedures and empower your team to make decisions in your absence. Be clear about what type of thing is okay to move forward on and what needs your approval.
- Let clients know who to contact in case of emergency situations. Set your out of office messages on your e-mail and voicemail so that others know not to expect contact until you are back at work.
- When you return, perform "triage" on your e-mail inbox to help you wade through all of those new messages. You might start by sorting message by who they are from or the subject. Quickly delete anything you don't need (like those airline supersaver e-mails), file things you need for reference purpose only and then start tackling the rest of your inbox with the 4 D's – Delete or File, Do It, Delegate It or Defer It.

Now go have a great vacation and relax!

Tip of the Month: Migrating Your EDGE System from Outlook 2003 to Outlook 2007

Microsoft has released Outlook 2007 and there are some significant differences in this new version. To help those of you transitioning from previous versions of Outlook, we have created a white paper which details these changes as they apply to the EDGE system. You can download this white paper by going to our website (www.effectiveedge.com) and logging on to the Course Alumni section with your username and password. The file is in the White Paper section at the bottom of the page and is title Setting up the EDGE.



The Effective Edge 800.836.4020 www.effectiveedge.com

This message is provided courtesy of The Effective Edge.

To unsubscribe, visit [this link](#).