



From Behind the Service Counter

I'm guessing by now you're sick of the cold too.

It's easy to forget that we've all experienced similar weather during our lifetime but living in the moment and listening to the media report one snow advisory after the wind warning just before the storm bulletin, we tend to focus on the here and now. After all, in Canada... who knew we were going to get weather!?!

By now you're probably trying to stave off cabin fever so we'd like to suggest trying something like... cleaning and sorting your emails!?! What fun! And if you are like me you may have two or three (or eight) different email accounts. One for the business, one personal, one for the hobby, one for the volunteer group and so on and so on.

Organizing emails can be overwhelming, especially for the packrats amongst us. Keeping every electronic bit of data "just in case" makes most email programs bloated and slow. Proper organization and archiving can keep your email snappy and easy to navigate.

Your email program is a database, typically sorted by date (unless you tell it to do otherwise). Depending on the email program and yes, there are a lot of different ones, the interface or presentation can vary with lists of contacts, folders, calendars, tasks and a variety of menus in different parts of the screen. Each program has its own look and feel but most people just fall into one or the other and become attached to it.

Of course the best way to stay organized is to get out in front of the flurry of emails you receive each day. I recommend using Outlook because it allows you to develop rules which can help sort emails as they arrive. My favorite "trick" is to create a rule that looks at each email as it arrives, sees if the sender is on my list of approved senders (I can update my list to make sure I don't miss anything from them) and redirects strange ones to a "Junk" folder that I have created. All the other good ones flow into my Inbox so I know they are good. Then I can quickly review my personal junk folder and determine their worthiness.

Outlook also has its own junk sorter which it routinely shuffles bulk advertising to. I can also flag any email as undesirable and it will quarantine them until I bulk erase the folders contents. Easy-peasy.

Have you explored the options your email program has? Now's the time 'cause hey! It's cold out there.

Good computing!

Harley Bloom