E- Mail Overload

There are several things you can do to handle your e-mail efficiently

**Act Now**
Once you have looked through your messages, respond to them immediately.

**Pass It On**
It probably isn't necessary for you to take care of everything that is sent to you. Work on the important matters, while forwarding additional items to others who need them.

**Delete It**
This task is simple: Delete what you don't need.

**Stay Caught Up**
Although it may be easy to let certain messages slide, stay up-to-date on your e-mail. By replying to your messages immediately, you will find it to be less of a problem than trying to respond to many all at once.