

# Take Back Time: Managing Your EMail

Handout # 1 Slide #3

## An Example

Email Sent:		Calculate Your Own
• Outgoing box	35	
• Times 200 work days a year	X 200	
• Annual emails sent	<b>7000</b>	
Email Received:		
• Inbox	50	
• Times 200 work days a year	X 200	
	10,000	
Annual Emails sent and received	<b>17,000</b>	
Calculate Days Spent on email:		
• Annual messages	17,000	
• Times 2 minutes per message	34000	
• Convert to hours: divide by 60	567	
• Convert to days: divide by 8	71	
Annual Days Spent on email	71	
Reduce by 20%: Annual Days Saved	14	