



July 31, 2020

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## Main Objective

To have “work sprints” in your day that are not interrupted with unexpected messages.

## Time Management

We constantly receive electronic messages and alerts. This doesn't mean we should constantly check them. You want to be in charge of your time. You don't want your day dictated by random messages sent at random times. You will be more productive and happier if you follow the below recommendations. *Warning: Habits are hard to break. You have to want to take back your life from random alerts.*

### Rules for Engaging Messages

- Turn off notifications on your computer and phone. This includes Alerts, Sounds, and Badges. Turn off notifications for all applications.
- Check your email and slack messages at set times throughout the day. You shouldn't be reactionary to a random message.
- Recommendations for Checking Slack and Email Messages
  - Check Slack every hour at a minimum and a maximum of four hours.
    - Check Slack at 10:00 am, 1:00 pm, and 4:00 pm.
  - Check email at 10:00 am, 1:00 pm, and 4:00 pm.
- **Tip:** Batch your email and Slack messages.

Don't check email or Slack between the times above even if you are waiting for an answer. These platforms contain too many holes for your attention to go down. Be deliberate with your time. You should never have Slack or email open during an internal or external meeting.

**\*Call team members when you need an answer “now”.**

## Acceptable Notifications as Badges

- Missed calls and voicemail messages
- Text messages
- Calendar
- Severe Weather
- Travel apps

**Turn off Alerts for all other Apps. This includes notification sounds as well.**

## What's the difference between Badges and Alerts?

*Badges are the bubbles that show how many messages you have from an app. Alerts are banners that can appear on your home or lock screen. You can set them to appear temporarily or stay. Neither option is productive for your life.*

### PHONE

(800) 247-7318

### WEB

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### ADDRESS

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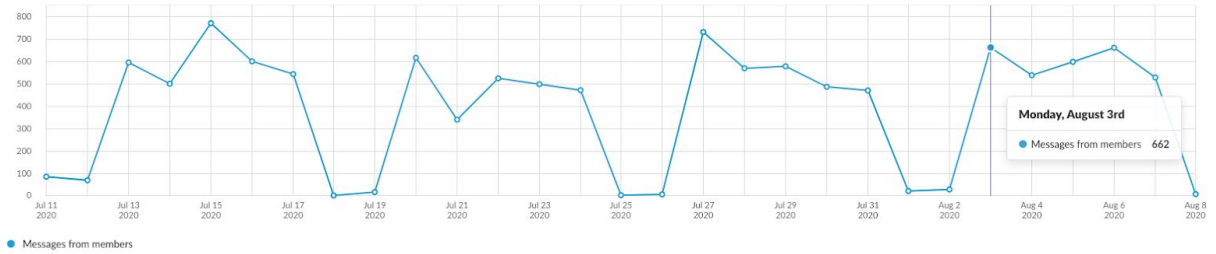


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**Messages and files**

Learn how information is shared in your workspace.

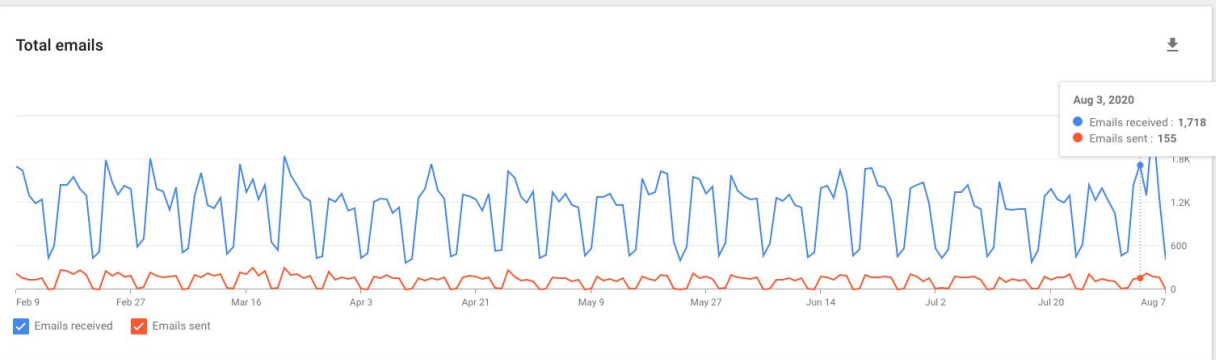
Messages sent    Files uploaded



In the last 30 days  
**Messages from members: 11,504**

**Gmail**

MANAGE REPORTS



**August 3rd**

- Slack - 662 Messages
- Total Emails - 1,718 Received

**Breakdown of Messages Per Team Member**

- 23 Slack Messages
- 59 Emails
- 82 Total Unexpected Messages
- 10.25 per Hour

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