

# Tech Tock: Time to Take Back Control



## Disclaimer:



## When was the last time...

- Email ping?
  - Response time?
- Searched on Google?
- Checked Facebook, Twitter, or LinkedIn?
- Watched YouTube?
- Sent text while walking between meetings?

## A Prize for the Winner!

What is the longest you have gone without checking email **at all** in the past month?



## Scary Statistics

- +2 billion **95%**
- ~26 minutes **94%** **93%**
- 1/3 unnecessary=2 hrs a day **79%** (33%) **78%**
- 76%** **15%**
- 11%**



## If Wikipedia was a book

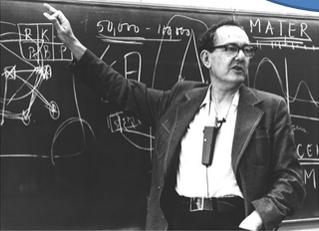


It would be 2.25 million pages long

And take over 123 years to read!

Source: Socialnomics.net





What information consumes is rather obvious. It consumes the attention of its recipients. Hence...

**a wealth of information creates a poverty of attention.**

Herbert Simon, 1971

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## Information Overload

- Overwhelmed by the amount of information
- Don't understand the available information
- Desperate to know if certain information exists
- Don't know where to find information
- Unable to access information

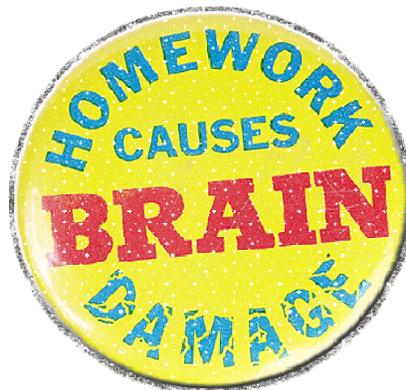
## Impact of Overload

- Anxiety / Stress
- Delay in Decision Making
- Lack of Job Satisfaction
- Waste of Time
- Working Longer Hours



- **BURNOUT!**

## My stepson was right!



## More and More... Less and Less

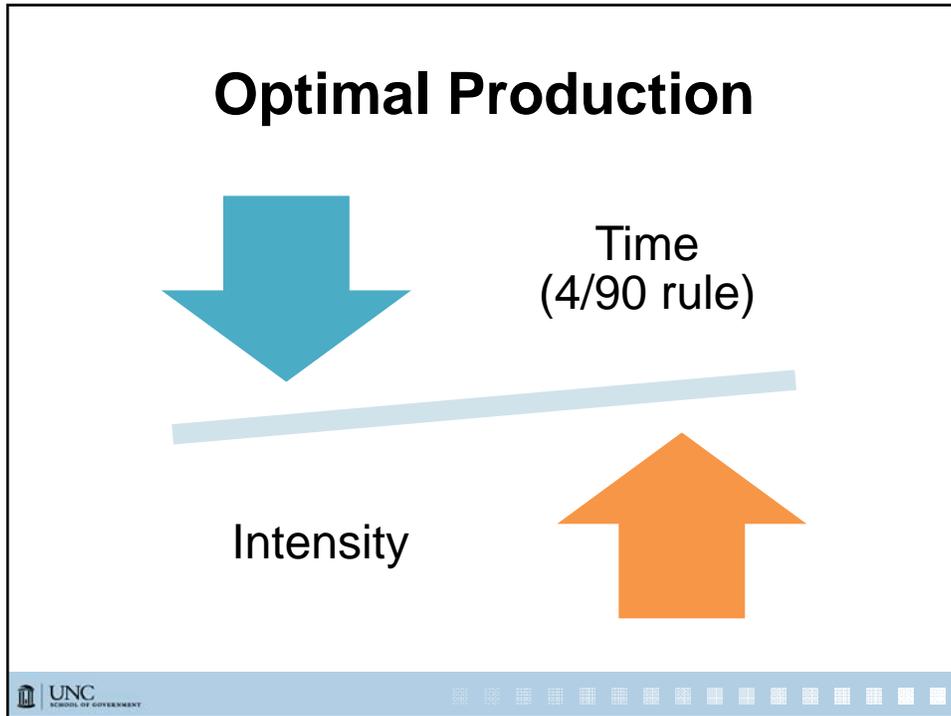


## The Performance Pulse

Which would you rather do...

Run as hard as possible for a 5K  
or run leisurely for 26.2 miles?





## Steps to Recovery

1. Admit that email is managing you.



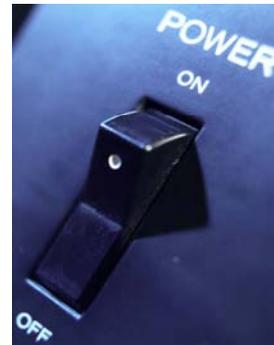
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## Why Does Email Consume Us?



## Resolve Artificial Urgency

1. Turn it off
2. Inform those who contact you
3. Provide alternative contact information



## Steps to Recovery

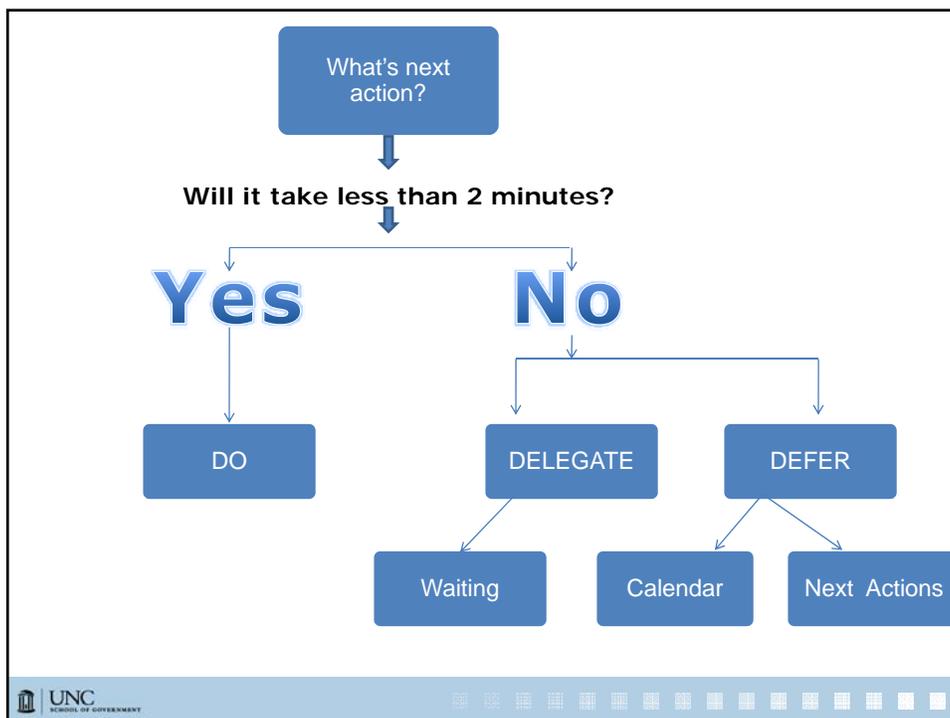
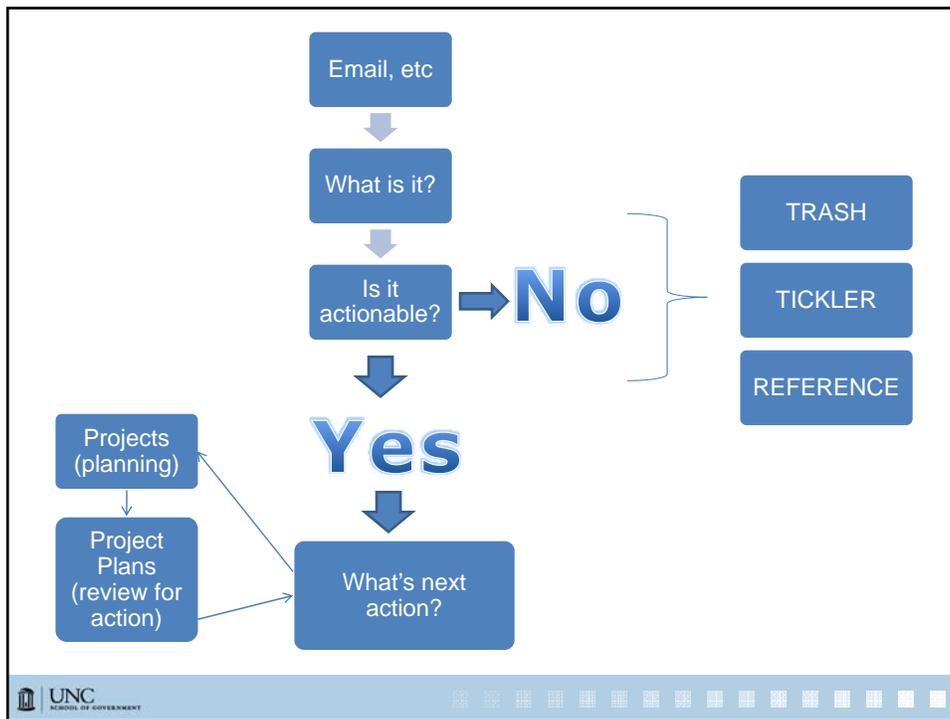


1. Admit that email is managing you.
2. Make a commitment to a process.



## Options





## Steps to Recovery



1. Admit that email is managing you.
2. Make a commitment to a process.
3. Use best practices

## Email Etiquette

- Short messages: EOM (End of Message)
- Encourage brief messages (no more than 5 sentences)
- Use specific subject lines (not “FYI” or “tomorrow”)
- Resist replying to all
- Pick up the phone, get out of your chair, etc



## Steps for Walking That Fine Line

- Ask the hard questions
- Maintain boundaries between work and home
  - Create 'sacred spaces'
- Stick to a schedule
- Delegate
- Set an example

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## Do You Know How to Turn It Off?



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