

Annemiek  
Tigchelaar



*krachtig  
& kort*

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**Grip op je e-mail  
=  
grip op je werk**

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Annemiek Tigchelaar

mail



mens

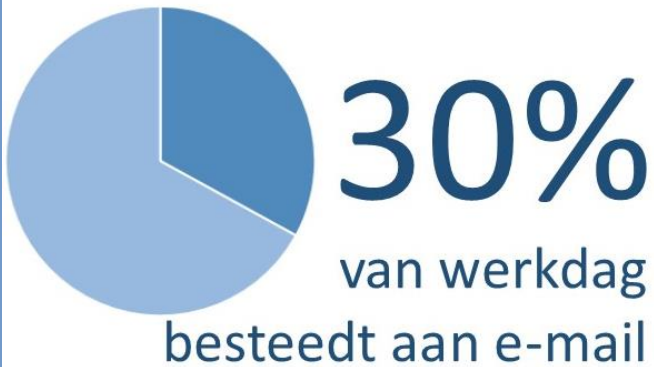


machine

# Mail



# E-mail facts



**50 – 100**  
ontvangen e-mails p.d.



**10–30<sub>x</sub>**  
e-mail checken per dag

182.000.000.000 e-mails per dag wereldwijd

# Overzicht kwijt



# Hoe organiseer je je werk?

## ▾ Persoonlijke mappen

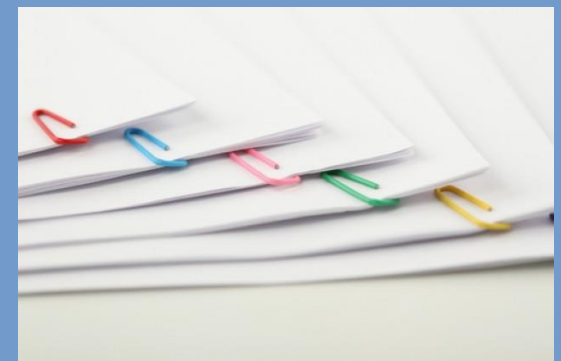
- Postvak IN (40.363)
- Concepten
- Verzonden items
- Verwijderde items



**Taken**



**Agenda**



Ach, even één e-mailtje...

A word cloud of terms related to e-mail communication. The words are arranged in a non-linear fashion, with varying font sizes and colors (dark blue, brown, and red). The most prominent words are 'e-mail' and 'communicatie' in large dark blue font. Other significant words include 'onderbrekingen', 'werkgevoontes', 'e-mailcultuur', and 'archiveren'. Smaller words include 'efficiëntie', 'techniek', and 'timemanagement'.

archiveren  
onderbrekingen  
e-mail  
communicatie  
efficiëntie  
techniek  
e-mailcultuur  
werkgevoontes  
timemanagement

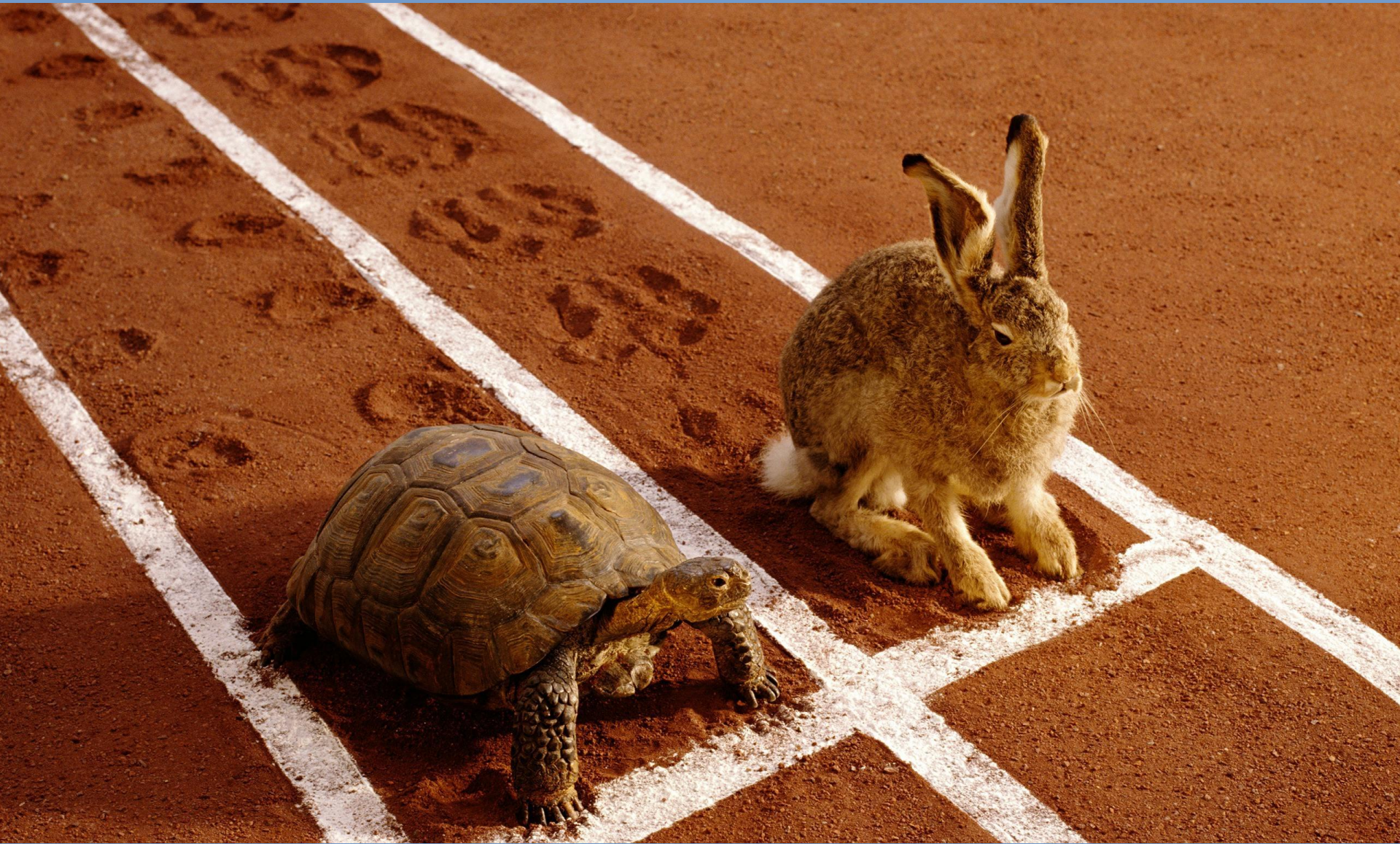


# Mens



# Onderbrekingen in werk

1. E-mail
2. Telefoon
3. Collega's
4. Social Media



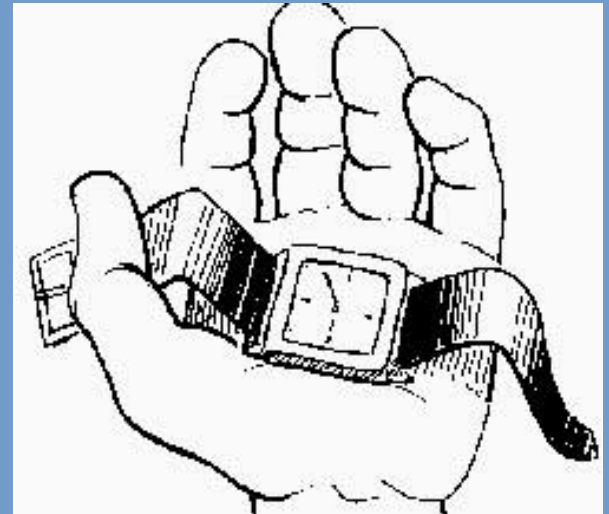
# Veel onderbrekingen geven:



**onrust**



**concentratieverlies**



**tijd tekort**




# E-mail Ergernissen top 5

- 1) Onnodige, nutteloze e-mails
- 2) Anderen e-mailen tijdens vergaderingen
- 3) Eindeloos heen-en-weer e-mailen
- 4) Geen antwoord krijgen
- 5) Onduidelijke e-mails ontvangen

# Minder e-mail? Dit werkt NIET:

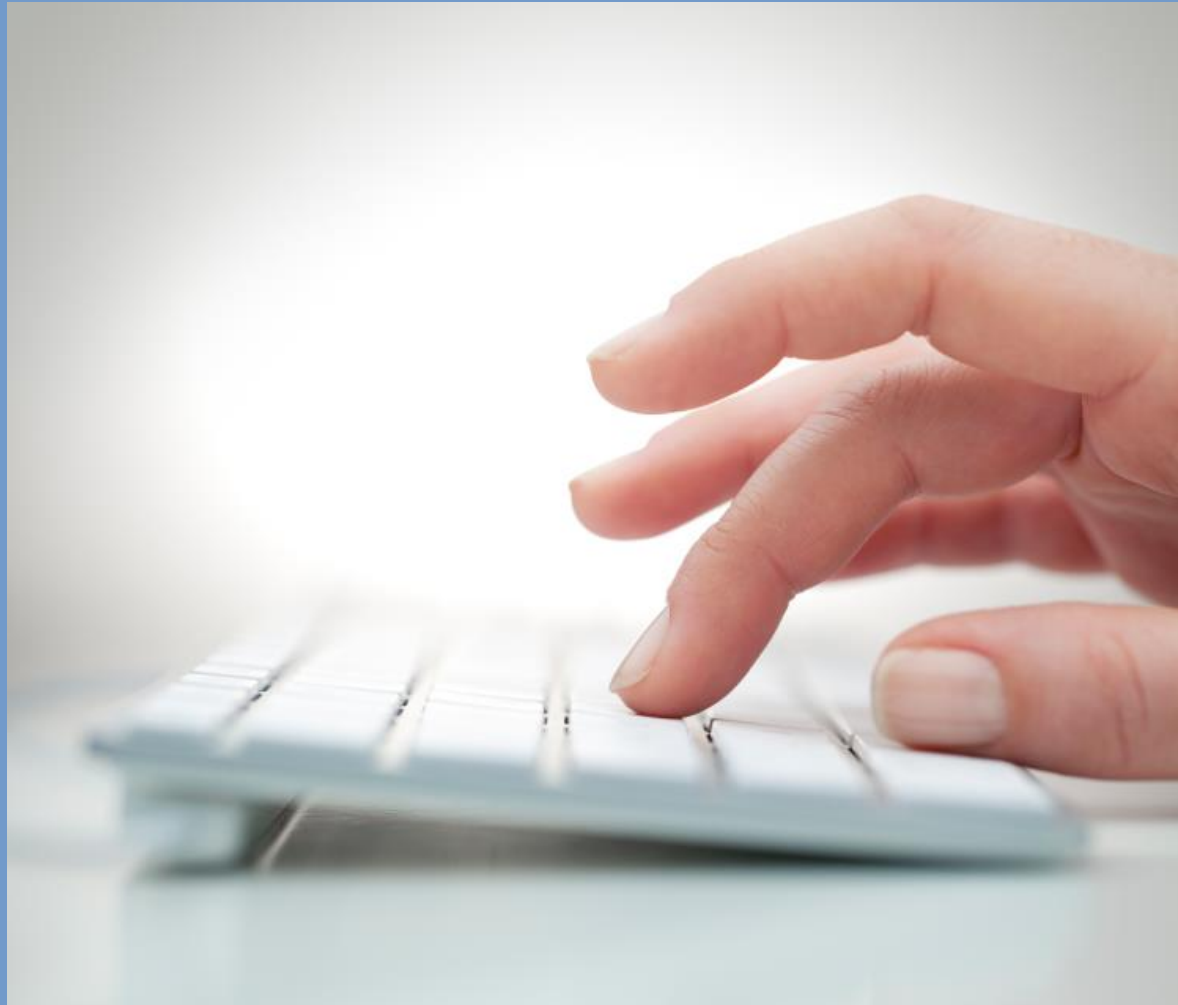
- Intranet
- 's Avonds geen e-mail kunnen ontvangen
- Microsoft Lync
- DMS/CMS



**Stop Doing  
What Doesn't  
Work**



# Machine



Prettig e-mailen = prettig werken



# E-mail opnieuw uitgevonden



A hand is shown touching a smartphone screen. The image is split into two main color sections: a teal/blue section on the left and a grey/white section on the right. A dark grey horizontal band is overlaid across the middle of the image, containing the text "#NewWayToWork".

#NewWayToWork

[ibm.com/verse](http://ibm.com/verse)