

DISHWASHER FLOWCHART

(FOR FAMILIES + OFFICE KITCHENS + ANYONE WHO SHARES THIS APPLIANCE.)



research conducted by slowfamilyliving.com

Sharing is caring

Collaborating in shared mailboxes

Considerations for shared mailboxes, to be customized after inventory on mailbox and collaboration workflow.

Shared Mailbox Workflow

Inbox Management

- Inbox duty is on turn by turn basis (no schedule required)
- From the inbox, assign the correct category (first name team member) and then move to “In Progress”
- Start at the top and sort every email (emails that need no answering can be filed in “Done”
- Leave space for error and check on a regular basis if the process can be improved.

Processing actionable emails

- Emails in “In Progress” with your category assigned are for your to process.
- You can group the view by category and focus on only your emails.
- Emptying the Inbox 2-3 times a day should be enough.
- What do we do if mails are urgent?
- Once completed, the email can be filed in “Done”

Filing and Searching

- If we can use just one folder for filing “Done”, can we then retire the existing folder structure? (“Old folders”)
- Searching in All Mailboxes does not work for the shared mailbox, yet searching in Current Mailbox does (it includes all folders and attachments)

Additional comments

- Always use greetings at the start and end of your email (this is not just polite, also practical)
- Sent items will be filed in both your own as the shared mailbox. A new email will default to you own mailbox.
- Be aware of the Focused Inbox feature in Outlook, recommended settings for the shared mailbox is OFF (classical inbox)
- Categories based on first name

Search Tips

- **Embrace the search function in Outlook.** It's your private version of a Google search engine. And you know how powerful that can be. Learn to use it well and you will not need anything else. You jump straight into it using [Ctrl+E].
- **Don't break your head on what you don't know.** Often we are trying to search for words we can't remember in the subject or name fields. "What was his name again?". This is not how we search the Internet, we simply use the stuff we can remember. Note that you can use any word from the email, including the body text, and often even the attachments.
- **For the fastest searches, use at least two key words.** This may sound obvious. But is probably the most important trick to use. Make it a habit to always search for at least two words. The more words you add to your query, the more accurate the results. To eliminate a thread of emails in the results try adding a minus in front of a word typical to those mails. (for instance searching for **apple -computer** when you are looking for the fruit)
- Better searching through **filter buttons**. In most Outlook versions you can use the buttons in the ribbon to improve the results. For instance try the Attachment button if that is what you are looking for. And click on the arrow next to This Week to select a suitable time frame. Make sure to keep an eye on your **search scope**. Am I searching in All Mailboxes? Just this Folder? Sometimes people can not find a certain email because it was actually an invitation and has been moved to the Calendar, this is solved by selecting All Outlook Items in the search scope. (and yes, in Calendar using [Ctrl+E] also works really well :)
- When you **put a word or phrase in quotes** [""], the results will ONLY include messages with the same words in the same order as the ones inside the quotes - in exactly the same spelling (!).

Important note for the shared mailbox

- Make sure you always set the search scope to **Current Folder** when doing a search for email in the shared mailbox. Otherwise Outlook will return mails from you own mailboxes.

KEYBOARD SHORTCUT MATRIX	Windows <i>(F1 - shortcuts)</i>	Mac <i>(Help - shortcuts)</i>	Web <i>(? - shortcuts)</i>
Search	Ctrl + F Ctrl + E (Outlook/Teams) Windows Key	⌘ + F ⌘ + Shift + F (Mail) ⌘ + Space (Spotlight)	/
Create / Compose	Ctrl + N	⌘ + N	C N
Send / Close	Ctrl + Enter Ctrl + S Esc	⌘ + Enter ⌘ + Shift + D Esc	Enter
Flag / Star	Ctrl + Shift + G then Enter (Outlook)	⌘ + Shift + L (Mail) ⌘ + Option + Apostrophe (')	S L
Move	Ctrl + Shift + V (Outlook) or use Quick Steps (Outlook)	Ctrl + ⌘ + 1/2/3/etc. (Mail) ⌘ + M (Outlook)	V
Archive	Backspace	⌘ + Ctrl + A (Mail) Ctrl + E (Outlook)	E
Scroll / Read	Shift + Space Page Up/Down	Shift + Space Page Up/Down	Shift + Space Page Up/Down

Contact

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