



Intentional Email

Managing academic email (before it manages you)

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→ To contact Robert about speaking and workshops: <https://rtalbert.org/speaking/>

→ “Ask Me Anything” sessions: <https://rtalbert.org/ama/>

Click here for slides:

Subscribe to the *Intentional Academia* Substack: <https://intentionalacademia.substack.com/>

Google Doc with starter lists: [☰ Intentional Email workshop – Starter Lists](#) (Click, then select “Make a copy”)

Selections from *Intentional Academia*

→ [The GTD for Academics series](#): All about applying the Getting Things Done philosophy to academic life and work.

- ◆ [Capture](#)
- ◆ [Clarify](#)
- ◆ [Organize](#)
- ◆ [Reflect](#)
- ◆ [Engage](#)
- ◆ [The Weekly Review](#)

→ [How not to ghost people](#)

→ [Why you shouldn't use your email as a to-do list](#)

→ [Crafting a communications policy](#)

→ [Grading intentionally using the Payoff Principle](#) ← Not about email but applying the workflows from the workshop to grading practices

Research articles

→ Kushlev, Kostadin, and Elizabeth W. Dunn. “Checking Email Less Frequently Reduces Stress.” *Computers in Human Behavior* 43 (February 2015): 220–28.

<https://doi.org/10.1016/j.chb.2014.11.005>

→ Leroy, Sophie. “Why Is It so Hard to Do My Work? The Challenge of Attention Residue When Switching between Work Tasks.” *Organizational Behavior and Human Decision Processes* 109, no. 2 (July 2009): 168–81. <https://doi.org/10.1016/j.obhdp.2009.04.002>

→ Mark, G., Iqbal, S. T., Czerwinski, M., Johns, P., Sano, A., & Lutchyn, Y. (2016, May). Email duration, batching and self-interruption: Patterns of email use on productivity and stress. In *Proceedings of the 2016 CHI conference on human factors in computing systems* (pp. 1717-1728).

- Pignata, S., Lushington, K., Sloan, J., & Buchanan, F. (2015). Employees' perceptions of email communication, volume and management strategies in an Australian university. *Journal of Higher Education Policy and Management*, 37(2), 159-171. <https://doi.org/10.1080/1360080x.2015.1019121>
- Reinke, Kathrin, and Tomas Chamorro-Premuzic. "When Email Use Gets out of Control: Understanding the Relationship between Personality and Email Overload and Their Impact on Burnout and Work Engagement." *Computers in Human Behavior* 36 (July 2014): 502–9. <https://doi.org/10.1016/j.chb.2014.03.075>.
- Russell, Emma, Thomas W. Jackson, Marc Fullman, and Petros Chamakiotis. "Getting on Top of Work-email: A Systematic Review of 25 Years of Research to Understand Effective Work-email Activity." *Journal of Occupational and Organizational Psychology* 97, no. 1 (March 2024): 74–103. <https://doi.org/10.1111/joop.12462>

Other useful articles, books, etc.

- About Getting Things Done
 - ◆ [Overview of GTD](#)
 - ◆ The "Bible" of GTD: Allen, D. (2015). *Getting things done: The art of stress-free productivity*. Penguin. [Amazon link](#)
- About the PARA method for folder organization
 - ◆ [Overview](#)
 - ◆ Blog post: [The PARA Method: The Simple System for Organizing Your Digital Life in Seconds](#)
 - ◆ Book: Forte, T. (2022). *Building a second brain: A proven method to organize your digital life and unlock your creative potential*. Simon and Schuster. [Amazon link](#)
- From Cal Newport:
 - ◆ Book: Newport, C. (2021). *A world without email: Reimagining work in an age of communication overload*. Penguin, 2021. [Amazon link](#)
 - ◆ "Beyond the inbox: Rules for reducing email". 14 April 2020. <https://calnewport.com/beyond-the-inbox-rules-for-reducing-email/>
 - ◆ "Email is making us miserable". 21 March 2021. <https://calnewport.com/email-is-making-us-miserable/>
 - ◆ "Why I changed my email setup". 16 December 2021. <https://calnewport.com/why-i-changed-my-email-setup/>
- More on the Zeigarnik effect: <https://learningloop.io/plays/psychology/zeigarnik-effect>
- How to set up and use folders: [Outlook](#), [Gmail](#) (← In Gmail they are "labels" not "folders")
- Using emoji reactions: [Outlook](#), [Gmail](#)
- Using schedule send: [Outlook](#), [Gmail](#)

Third-party email tools

Please note, I haven't used all these personally and can't vouch for them. They are recommendations from others. – R.T.

- [Boomerang](#) - Email scheduling, follow-up reminders, inbox pause feature. Works with Gmail/Outlook. (Free-\$15/month)
- [SaneBox](#): Automatically filters non-urgent emails, provides smart folders and follow-up reminders. (\$7-36/month)
- [Clean Email](#) - Basic email organization and cleanup features available in free tier.
- [MailTracker](#) - Chrome extension. Email tracking and read receipts for Gmail. Basic features free.
- [Unroll.me](#) - Bulk unsubscribe from newsletters, combine subscriptions into digests.

(Free)

Also from Robert

- [Grading For Growth Substack](#): Weekly articles on alternative grading and grading reform in higher education. <https://gradingforgrowth.com/>
- *Grading For Growth* book: Available at [Routledge](#) and [Amazon](#)
- *Flipped Learning: A Guide For Higher Education Faculty*: Available at [Routledge](#) and [Amazon](#)