

A Quarterly-ish Newsletter

FROM THE DESK OF DR. JENN HARDY

Welcome

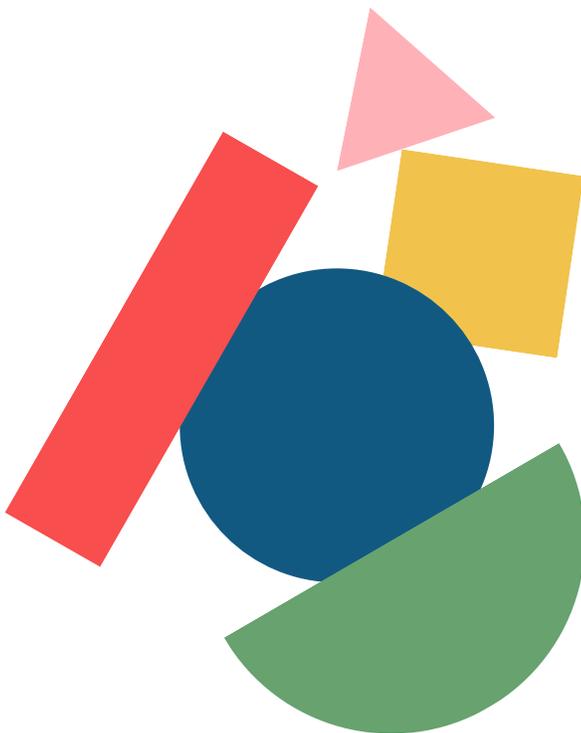
If you've been a newsletter subscriber for awhile, then you'll notice that it looks a little different this time. I hope you like the new look! Before we dive into tips, I wanted to thank you for being here. Each time that Instagram runs into technical issues (like it did this week), I'm glad that I have a space like this to stay connected to each of you.

If you haven't, be sure to also check out my sale that runs now through Monday, November 14. All of my courses are on sale!

20% off Code: extra20

40% off Code for Sprout: sprout40

Before We Get to the Tips...



Sprout:

How to Grow a Sustainable Social Media Presence to Support Your Clinical Practice

I'm so excited to share my new course with all of you. It was inspired by an upcoming professional presentation I'm giving at the Knoxville Psychiatric Symposium. That said, without the time constraints of a professional conference, I was able to go into a lot of depth and share stories from my own experience as a therapist on social media.

Sprout is 40% off through November 14th with Coupon Code: sprout40

Pair it with my site sale for an extra 20% off (code: extra 20)

What's included:

- 3 hours of instructional video
- 16 page workbook with exercises and additional resources

Topics:

1. Identifying ways to monetize your platform
2. Managing boundaries with clients, followers, and your life outside of work
3. Legal and ethical considerations
4. Attending to and preventing burnout
5. Connecting social media work to goals and values
6. Many, many, many tips to help you get started

Tips!

Let's talk email organization.

Pick your starting point.

1. The folder method.
 - a. Create a "To Be Sorted" folder.
 - b. Select all of your emails that are more than a couple of days old.
 - c. Move all of these older emails to that folder.
 - d. Try to keep up with your newer emails.
 - e. Schedule 15 minute blocks, 1-2/wk, to specifically address your old email folder.
2. The start where you are method.
 - a. Leave all the emails in your inbox as a reminder and motivation to keep organizing and deleting.
 - b. Again, schedule 15 minute blocks, 1-2/wk, to sort through old emails.

What comes next...

1. Accept that you will need to create a meaningful folder system to organize emails you need to keep but don't need to quickly reference. Start with at least 5-7 folders.
2. Use your email's sort function to organize all of your emails by sender.
 - a. Delete all of your emails from newsletters, retail stores, and similar places.
 - b. If you've signed up for a lot of email lists, create an "Unsubscribe Folder." Place one email from each store in that folder for bulk unsubscribing.
3. Snooze emails until you need them. Most email services offer this function. It's great for emails that you need to keep handy but don't need until a certain date.

If You Need More Than a Tip or Two...



Other Resources.

...because some problems are bigger than can be solved in a newsletter. ;)

General articles:

<https://www.inc.com/rhett-power/is-your-inbox-out-of-control-9-steps-to-organize-y.html>

<https://www.washingtonpost.com/technology/2022/07/21/how-to-manage-work-emails/>

Email platform specific advice:

iCloud: <https://support.apple.com/guide/icloud/organize-email-with-folders-mm6b1a6730/icloud>

Gmail: <https://support.google.com/a/users/answer/9260550?hl=en>

Outlook: <https://support.microsoft.com/en-us/office/organize-your-inbox-9aea8ad7-883d-459b-a3ea-ae20f06cfb32>