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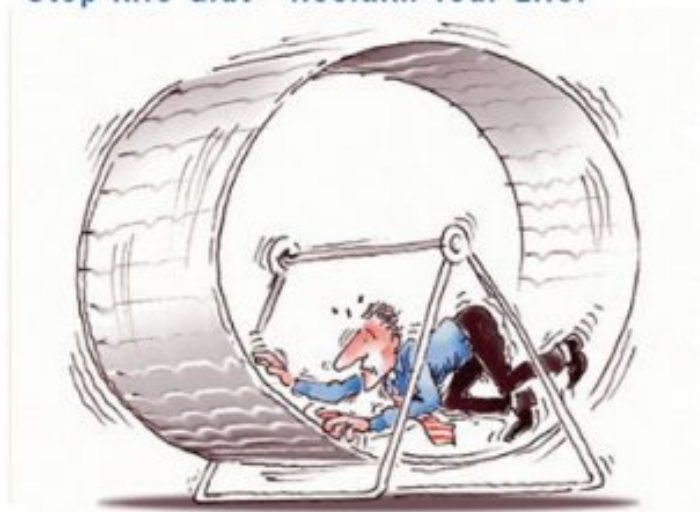
The Hamster Revolution: How to Manage Your Email Before It Manages You

Mike Song, Vicki Halsey, Tim Burress
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How to Manage Your Email
Before It Manages You

THE HAMSTER REVOLUTION

Stop Info Glut—Reclaim Your Life!



Mike Song, Vicki Halsey & Tim Burress
Foreword by Ken Blanchard

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Mike Song, Vicki Halsey, Tim Burress : The Hamster Revolution: How to Manage Your Email Before It Manages You before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Hamster Revolution: How to Manage Your Email Before It Manages You:

2 of 2 people found the following review helpful. This book may provide the fastest route to increasing one's productivity. I got the 3-hour long CD and now listened a third time. I've wanted off the treadmill to the

extent possible. I started implementing the authors' suggestions after my first pass, and then began to use their tools after the second pass. I've become a believer in the Hamster Revolution and now recognize this work as one of the truly great business books of our time. That's why I deleted my first review - so I could increase the number of stars. In my first go-around I immediately felt overly critical due to what I perceived as a self-serving forward by Ken Blanchard. I have nothing against Blanchard and recognize him as an outstanding thinker and corporate trainer; I just don't like it when people writing a forward use it as an opportunity to toot their own horn. In this state of mind, I found the hamster character cutesy. The second time I identified strongly with the hamster. The dialogue made me feel that I'm the hamster. Further, the use of the hamster character turned out to be an ingenious technique because it allowed the authors to teach their lessons in story format. The more I applied the lessons, the more apparent it became that the authors, Mike Song, Vicki Halsey and Tim Burrell have a fine 129-page masterpiece here. The first thing I started doing was strengthening my subject lines and sculpting my messages. Anybody can do this once they understand the first simple lesson. Like the hamster, I'm now sending fewer emails. This result did not come just as a matter of receiving and following instructions. There is theory behind the lessons and it seems so simple due to the story presentation. The reader (listener in my case) is made to understand the problem first. The problem is information overload and we all face it. Skipping straight to the last strategy, the authors provide a powerful tool called COTA. This is a system for organizing email folders that works because of the logic behind its simplicity. I feel that it's a spoiler to tell what COTA stands for, but even so, COTA is not so simple that it can be used effectively without understanding the philosophical underpinning. This is the first tier of folders, and one can expect to have further tiers. Further, one should apply this tool to all one's business records, physical and electronic. This includes records in file cabinets, records on company servers, records in employees' My Documents and email folders. In the book, the hamster is advised that it will take about a day to reorganize his files using this tool. But the hamster could not completely do it all in one day. I think nobody can predict how long it will take to implement this tool. The title of the book is inspired. The idea of "revolution" is that those of us using the design and principles will spread the word and create major change. One can imagine managers asking employees to join "the revolution." Those of us using the techniques will be able to recognize each other fairly quickly from the subject headers. Finally, I did not read this book. I listened to the CD. The reader is Oliver Wyman. He has an enormous portfolio of famous books in several genres and is extremely versatile. I wholeheartedly recommend the CD because it flows smoothly and is soothing to the listener. I've also ordered the book because the CD is abridged and I want to make sure not to miss out on anything. This is an enjoyable 3-hour CD set (3 CDs). But let's be honest about something. This is about making work more satisfying. It's about being successful at work. It's about being more productive and therefore more competitive. 1 of 1 people found the following review helpful. Meeting Reduction Tools By John W. Pearson The bad news: 43 percent of your time in the Meetings Bucket is wasted. The good news: this book includes a case study that improved meeting results by 38 percent. So...would you spend a few bucks on a book that helped you have less, but more productive meetings? Of course you would. This book is a no-brainer purchase. First, calculate the hourly salary and benefits cost of everyone that attended the last staff or department meeting. Did you get your money's worth out of the meeting? If not, there's help. The co-authors recommend you try the P.O.S.E. meeting reduction system. Priority, Objenda (objective and agenda), Shorten and E-ailable. The "Priority" question asks, "Does this meeting relate to my top goals for the year?" Amen and amen! (It's the perfect union of the Meetings Bucket with the Results Bucket. See my book, Mastering The Management Buckets: 20 Critical Competencies for Leading Your Business or Non-profit.) "How to meet less and get more done" (the book's sub-title) is all it took for me to jump in. With a foreword by Ken Blanchard and co-authored by Vicki Halsey, VP of applied learning at the Ken Blanchard Companies (she's a great presenter also), my expectations were high and the 130-pages, including a case study, did not disappoint. It's in the classic business story format, with large print, so it's easy to read and easy to implement. Would you put someone in the pulpit on Sunday morning who has never preached before or been trained as a speaker? If not, why would you ask someone to lead a meeting--using up valuable and limited staff time and payroll--who has never been trained in meeting facilitation? To drive the point home, ask these questions at your next staff meeting: 1) How much training have you had on leading or attending meetings? 2) What book(s) have you read that have made you a better meeting facilitator or attendee? 3) If you could change three things about a meeting you attended last week, what would they be? 0 of 0 people found the following review helpful. Good Read By R. A. Hedrick Good Read ... Would Recommend It.

Offers an easy-to-implement solution to a problem--e-mail and information overload--that plagues millions of people; Draws on the authors' extensive experience working with major corporate clients; Includes a real-world case study of how the principles in the book were implemented at Capital One Do you spend so much time dealing with e-mails--reading them, writing them, responding to them, responding to responses--that you feel like you're just going round and round and getting nowhere? Meet Harold, an HR director so overwhelmed by email he feels like a hamster on a wheel. Just in time, Harold meets a coach--a leading expert on email efficiency and etiquette with a simple system that helps Harold eliminate needless emails, write better messages, and file and find information in a flash. He gets immediate results--and reclaims his life. This delightful and much-needed fable is based on the

authors' extensive experience helping employees at companies like Clear Channel, Procter and Gamble, and Pfizer manage e-mail more efficiently. The book includes a remarkable case study of the authors' work with Capital One, where employees estimated they saved thirteen days a year by applying Hamster Revolution techniques. This book is perfect for time-starved professionals eager to restore balance and order to their busy lives.

"A fun read and smart solution to the serious problem of email overload." -- --Marcus Buckingham, author, *Now Discover Your Strengths*
From the Publisher: Praise for *The Hamster Revolution for Meetings* "A gem! This book will take your career to new heights!" -Ken Blanchard, *The One Minute Manager*; "The best meeting effectiveness tools ever!" -Richard L. Andersen, EVP, San Diego Padres "Chock full of practical, creative tips for leveraging today's e-calendar and web meeting technology." -Jan Baldwin, Co-CEO, NTH Generation Computing "Brilliant, timely, and deceptively simple!" -Paul Ruane, Director of Learning and Development Schering Plough
From the Author: Hi! nbsp;Mike Song - lead author of *The Hamster Revolution* here.