

GTD ®

AND

BlackBerry®



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A smarter way to work & live®

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Obviously, a key feature for many people using the BlackBerry is email access. Instant access to your email can be very useful for on-the-go processing, but also takes more discipline to stay focused with how you spend your processing time.

How to not get caught in the busy trap of checking email on your BlackBerry

First, establish clear guidelines with those around you about how often and how quickly you will reply.

Just because it landed in your BlackBerry doesn't mean you need to process it any faster or with less conscious decision making than seeing it on your desktop. If your job or life requires near instant response, that's one thing. But if you or others have imposed immediate response expectations just because you have a mobile device to read email as it comes in, you may want to revisit that.

Second, watch how often you check email needlessly.

As we mentioned in the first chapter, turning off new message notifications will boost your productivity by reducing your interruptions.

Third, learn the keys for processing email quickly.

Just as we would suggest for your desktop applications, learn the common keys and shortcuts for navigating your way around the BlackBerry.

If you have dialing from your Home Screen disabled and have a full QWERTY keyboard, the letter "M" will bring you to the Messages application.

Email shortcuts that work from within the Messaging application:

C key to compose a message

R key to reply to a message

L key to reply to all to a message

F key to forward a message

I key to file a message

Typing the first letter(s) of an email folder goes to the first match in your folder list

T key to move to the top of a message

B key to move to the bottom of a message

S key to search messages

Del key to delete a message

Hold Shift key to select a group of messages, then del key to delete selections

Space bar pages down in a message

Double clicking your trackball (if you have one) automatically creates a Reply

Pressing your Space bar twice when addressing an email inserts the @ symbol

Pressing Space bar twice within the body of an email inserts a period

Highlight the date bar in the Inbox, then Menu key, for Mark Prior Open and

Delete prior options