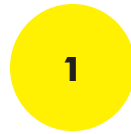


Email Stress Rating Assessment Tool

[This is not a medical diagnostic tool for stress.]



Low



Mild



Moderate



High



Extreme

Email categories	Social					
	Medical/Health					
	Financial					
	Work					
	School					

Key

- 1** Low stress level: I don't need to respond to this email / I can answer this email quickly
- 2** Mild stress level: This email is easy to respond to, I just didn't get around to answering it.
- 3** Moderate stress level: Someone has been waiting a few days for my reply.
- 4** High stress level: There is a deadline for my response.
- 5** Extreme stress level: I don't know where or how to start replying. There are so many steps I need to take before I can answer this email.

How to use the Email Stress Rating Assessment Tool

- Step 1:* Decide which category each of the emails in your inbox belongs to. Set a timer for 10 minutes or set a number limit, for example, 40 emails. Add email categories as needed.
- Step 2:* Using the Key, choose a level of stress that best reflects how you feel about responding to each email.
- Step 3:* For each email, make a check mark in the stress level column that best reflects how you feel about responding to the email.
- Step 4:* Continue the assessment until you see a pattern. For example, many stress-inducing emails are clustered in the Medical/Health category.
- Step 5:* Develop an email action plan to overcome the roadblock of an overloaded inbox.

Email Stress Rating Assessment Tool

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