

TOP 8 STRATEGIES FOR HANDLING HIGH EMAIL VOLUMES IN THE MARITIME SHIPPING INDUSTRY

Tackling a busy inbox can be challenging, especially in industries with high email traffic like maritime shipping. Effectively handling large email volumes goes beyond just inbox organization - it's crucial for prompt responses and smooth operations. Here are 8 tips for mastering email management, boosting productivity, and reducing stress.

Allocate Email Review Times

Frequent email checks disrupt workflow and reduce productivity. Schedule specific times for email tasks to manage time effectively and avoid distractions, keeping workflow balanced.

Utilize Shared Inboxes

Shared inboxes streamline and organize workflows, helping teams respond to emails faster and more efficiently. Multiple members can access, manage, and reply to emails from one place, ensuring no email is missed and evenly distributing the workload.

Create Labels, Folders, and Categories

Organizing emails into labels and categories reduces search time, aids task prioritization, and ensures prompt responses for improved efficiency and productivity.

Create and Utilize Email Templates

Save time by using email templates for frequently sent messages. Templates help maintain a consistent tone, style, and brand image in your emails. They also cut down on drafting time, letting you prioritize other tasks.

Set Up Email Filters & Automated Rules

Email filters and automated rules organize incoming emails by category and criteria, including sorting client messages and highlighting urgent emails. Automation tools help manage emails efficiently, providing quick acknowledgments and prioritizing important messages.

Sort Emails by Priority

Organize your emails by priority to focus on what matters most. Utilize flags or stars to highlight high-priority emails. Prioritizing emails enhances time management, preventing important tasks from being missed.

Set Email Follow-Up Reminders

Setting email follow-up reminders helps prevent neglect of critical communications in high-volume email scenarios. Regularly reviewing these reminders enables effective task management and communication upkeep.

Regularly Review and Clean Your Inbox

An overflowing inbox can be overwhelming and counter-productive. Regularly review and clean your inbox to keep it manageable. A clean inbox promotes better email management and reduces stress.



Nordic IT is dedicated to providing the maritime shipping industry with the best email collaboration solution to improve operational processes. Learn how to save time for your organization by using reMARK. Talk to our team today.