



From the Desk of David Streit:

If you read one article in this issue, read the one about overhauling your e-mail habits. I found it to be an eye-opener! I thought I was efficient in managing my mailbox, but I know I can do far better. Most of us are conditioned to check our e-mail in real-time, shortening our attention spans and disrupting our activities. The article suggests treating e-mail more like snail mail; only checking it at most three times a day (morning, afternoon, evening), and handling every message, deleting what you can, answering immediately, filing messages you need to keep in appropriate folders, then close your mailbox until the next scheduled review time. For this to work, notifications and alerts must be turned off so you're not tempted to cheat.

This methodology is clearly a challenge to our ingrained habits. I'm in a support role, so my clients are used to be responding quickly to an e-mail. If I checked three times a day, that sounds sufficient to me. I'll consider trying these tips. What about you?

David Streit - Principal

> IN THIS ISSUE



The Surprising Power of Questions

Alison Wood Brooks & Leslie K. John, Harvard Business Review

Asking questions has been proven to add value to any business by creating better dialogue between co-workers and adding to your own emotional intelligence. Many business owners and executives, however, don't think to ask enough questions and it doesn't always come naturally. Learn from two Harvard professors how to ask questions, the types of questions to ask, the best tone to use, and more. It's a valuable skill for everyone in the business world.

> [read more](#)



4 Ways to Overhaul Your Email Habits & Get Your Time Back

Hayden Field, Entrepreneur

The amount of time we spend on email often hinders our productivity.



especially within the business world. A recent survey has shown that each weekday in the U.S., the average white-collar worker spends about 5.4 hours checking email. While we many never achieve our dream of “inbox zero,” learn four key ways to revamp your email strategy, saving more time for better work outcomes.

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Why You Should Still Be Updating Your LinkedIn Profile

Beth Luberecki, *The Washington Post*

Many workers tend to avoid or put off the importance of properly marketing themselves in the digital age through vehicles such as LinkedIn. If you are not keeping your LinkedIn profile updated, however, you should consider doing so. Learn why it makes sense to keep your profile updated, as well as potential missed benefits by not doing so.

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5 Highly Effective Negotiation Tactics Anyone Can Use

Jeff Haden, *Inc.*

The art of negotiation is still as important as ever and there is always more to learn. A good negotiator doesn't look at it as a competition or fight, but rather the opportunity of finding common ground and helping both parties achieve their goals. Learn five easy-to-implement tips to help you become a better negotiator.

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Cybersecurity Spring Cleaning You Should Do

Ted Knutson, *Forbes*

It's that time of year again with re-birth, blooming flowers, and of course cleaning! Spring cleaning also applies to us in the technology world, and a great way to start is with cybersecurity. Spring cleaning for your computer, cellphone, and all internet-connected devices is just as important as any other type of cleaning. Learn the seven cybersecurity spring cleaning tips that will protect your data and help create more security.

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AND...VIDEO PICKS FROM OUR STAFF



Soft Robot

The clever robot that uses air to grow and steer

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Holographic Projector

Cutting-edge visual solution for displaying 3D content

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Personal Mind Reader

MIT is creating the next interface you wear and control silently

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