

The eF-OFF Solution (email Free on Fabulous Fridays)

Invitation: Implement the eF-OFF Solution and pass it on - Together, we can make a difference!
Shamelessly initiated and spread about with the compliments of the iE3 Group
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The problem that needs the eF-OFF Solution:

Since email started life as an Arpanet utility that a developer thought some people might use to send the occasional electronic memo, it has burgeoned into a monster that now rules the lives of many otherwise civilised and effective people. Its time we did something about it getting email back into perspective!

The eF-OFF Solution Drivers:

- More and more email - where will it end;
- The success of the POETS Day (Piss Off Everyone, Tomorrow's Saturday) and Business Smart Dress Day initiatives established Friday as the day for introducing serious value-add initiatives;
- 'Talking to People' works really well - if you actually do it;
- Friday comes around every week - and it can be fabulous if you let it.

Benefits of the eF-OFF Solution:

- Less email, less stress, living longer with an enhanced quality of life;
- Improving the quality of communications to achieve more effective actions and outcomes - 90% of the meaning of a conversation between human beings is communicated by the body language and facial cues - and that's really hard to get in an email exchange, even if you know each other well;
- Reducing investment in IT infrastructure and resources required to handle more and more email;
- Improving your fitness, leadership and management effectiveness by Walking Around.
- Anything else you can think of ...

Implementing the eF-OFF Solution:

- Declare that Fridays at your place are **eF-OFF** days: **email Free On Fabulous Fridays** days;
- Talk with people rather than just exchange emails – it works;
- Lead by example – do not generate any internal emails on Fridays and make yourself available for meetings with people, especially on Fridays;
- Have more meetings but make them shorter and more effective by:
 - having Vertical Meetings by removing the chairs from your 'set piece' Meeting Rooms;
 - recognising the validity and power of meetings in Corridors, Coffee Spots and Loos
 - communicating the results of all meetings to all attendees - What action, by Who, by When;
- Initially apply the eF-OFF Solution to all internal communications on the same floor within your organisation's location;
- Expand your eF-OFF Solution jurisdiction to infect the entire building, possibly even all of the locations and buildings in which you operate. *We are eF-OFF ... Resistance is futile;*
- Seriously discourage generating and receiving 'cover your butt' cc:s, especially on eF-OFF days;
- Infect your upstream and downstream organisations with the eF-OFF Solution;
- Acknowledge all of the reasons why the eF-OFF Solution couldn't possibly work - and do it anyway and do it soon!

The eF-OFF Solution – A Key to a Better Tomorrow – Pass it on