Minimize Your Mouse Clicks

- **Open Excel Files in Bulk**
  Select all the files you would like to open and press Enter on the keyboard. All files will open simultaneously.

- **Rename using Double Click**
  Instead of right clicking and choosing Rename, simply click the tab name twice and rename directly.

- **Lock cell references with F4**
  Instead of manually typing in the $ to lock a cell reference, just type the reference and hit F4. You can keep clicking to see options for locking only one direction.

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7 Simple Ways to Get People to Respond to Your Email

1. **Ask for a response in your subject line:** RESPONSE NEEDED at the end of a subject line is very effective.

2. **Change the subject line when the topic changes:** People tune out email chains if they think it no longer applies to them; changing the subject will get their attention again.

3. **Don’t skip the greeting:** If you don’t address the recipient by name, they could assume it was sent en masse and doesn’t require a response.

4. **Stay in the sweet spot when it comes to length:** Response rates increase by 50% if the email is between 50-125 words long.

5. **Use third-grade language:** Emails with simpler words and fewer words per sentence have a 36% boost in response rates.

6. **Use emotion:** Using a moderate amount of emotion words (great, pleased, terrible, bad, etc.) can increase the likelihood of a response, but avoid being strongly emotional.

7. **Be strategic about when you send your message:** Emails sent early in the morning get the highest response rates because there are fewer emails competing for attention.

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The secret of getting ahead is getting started.
The secret of getting started is breaking your complex overwhelming tasks into manageable tasks, and then starting on the first one.

- Mark Twain

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Powerful Goal Setting

Last month’s class gave us some good insight into setting goals for ourselves. First, make sure the goal is important to you and fits in with your personal values. Always write your goal down in complete detail. The difference between a dream and a goal is the written word. Be sure to frame your goal in the positive: instead of “reducing employee turnover,” focus on “holding on to all existing employees for the next quarter.” Finally, set SMART goals; they must be Specific, Measurable, Attainable, Relevant, and Time-bound. As you face decisions from day to day, ask yourself if it takes you closer to achieving your goal. If not, consider choosing a different option.