

Delete Old Emails to Boost the Bottom Line

As Skyworks strives for profitability, it's critical to look for ways to control costs. Believe it or not, you can help the company save a lot of money by regularly deleting email messages you no longer need, in particular those with big attachments. The more data that exists, the more money the company will have to spend on hardware to store it.

Please take a few moments every day to get rid of both sent and received emails. The most efficient way to go about this is to start with those emails that have attachments; they are the resource hogs. If you need the attachments, simply save them onto your hard drive.

Here are some other tips for email efficiency:

- ❑ Save needed attachments to your hard drive right after you read the message and delete messages immediately that you don't need for reference.
- ❑ Don't include attachments when you reply to or forward messages, unless the attachments are absolutely necessary for background.
- ❑ Instead of replying to or forwarding the entire text of an original message, consider copying and pasting just the pertinent parts.
- ❑ Don't reply to everyone in the address field unless they all must read your message; cut out recipients who don't absolutely need to be included.
- ❑ Avoid trivial or gratuitous responses; if you really want to thank someone for sending you information, for example, pick up the phone instead.
- ❑ Never send or forward messages that are unrelated to business, especially those with video or audio attachments.
- ❑ Never create or forward chain-letter email at work.

You are encouraged to print out and post a copy of these tips as a handy reference. Thank you for contributing to the growth of Skyworks.