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MICROLEARNING FLIPPING

MASTERING EMAIL OVERLOAD - PART 1

Topic

MASTERING EMAIL OVERLOAD - STEP 1

Goal

REDUCE DISTRACTION AND ANXIETY CAUSED BY THE INBOX CHECKING.

Learning outcomes of your microlearning

Students will be able to:

1. LIST THE 5 TIPS TO REDUCE DISTRACTION AND ANXIETY CAUSED BY EMAIL OVERLOAD
2. UNDERSTAND THE CAUSES OF THE "EMAIL ANXIETY"
3. CREATE A DAILY ROUTINE TO CHECK AND TAKE CARE OF EMAILS
4. USE THE HELP OF APPLICATIONS TO CONTROL THE TIME SPENT IN THEIR EMAIL APP
5. REVIEW THE SUITABILITY OF EMAIL ACCESS IN ALL PERSONAL DEVICES
6. REVIEW THE NEED OF EMAIL NOTIFICATIONS IN ALL PERSONAL DEVICES AND CONFIGURE THE DEVICES ACCORDINGLY

Prior to class

In class

PRIOR TO CLASS

LEARNING OUTCOME (1)

LIST THE 5 TIPS TO REDUCE DISTRACTION AND ANXIETY CAUSED BY EMAIL OVERLOAD

OUT OF CLASS ACTIVITIES

(1) THE STUDENTS WILL WATCH THE MICRO-LEARNING VIDEO "MASTERING EMAIL OVERLOAD STEP 1"

PRIOR TO CLASS

LEARNING OUTCOME (2)

UNDERSTAND THE CAUSES OF THE "EMAIL ANXIETY"

OUT OF CLASS ACTIVITIES

(2) THE STUDENTS WILL WATCH THE VIDEO ON YOUTUBE ABOUT ANXIETY CAUSED BY EMAIL OVERLOAD. (HTTPS://YOUTU.BE/EXEMPLE-VIDEO)

PRIOR TO CLASS

LEARNING OUTCOME (2)

UNDERSTAND THE CAUSES OF THE "EMAIL ANXIETY"

OUT OF CLASS ACTIVITIES

(2) THE STUDENTS WILL WATCH THE VIDEO ON YOUTUBE ABOUT ANXIETY CAUSED BY EMAIL OVERLOAD. (HTTPS://YOUTU.BE/EXEMPLE-VIDEO)

PRIOR TO CLASS

LEARNING OUTCOME (4)

USE THE HELP OF APPLICATIONS TO CONTROL THE TIME SPENT IN YOUR EMAIL APP

OUT OF CLASS ACTIVITIES

(4) THE STUDENTS WILL INSTALL ONE OF THE APPS MENTIONED IN THE EARLIER VIDEO IN THEIR COMPUTER AND/OR PHONES AT LEAST 3 DAYS BEFORE THE IN-CLASS SESSION.

IN CLASS

FOCUSING ACTIVITY

STUDENTS WILL EXPLAIN ONE OF THE TIPS FROM THE WATCHED VIDEO AND WILL BE ASKED TO EXPLAIN THEIR PERSONAL EXPERIENCE RELATED TO THAT.

LEARNING OUTCOME (4)

USE THE HELP OF APPLICATIONS TO CONTROL THE TIME SPENT IN YOUR EMAIL APP

IN CLASS ACTIVITIES

THE STUDENTS WILL ANALYZE THE RESULT FROM THE TIME APPLICATIONS PREVIOUSLY INSTALLED IN THEIR DEVICES. THEY WILL DISCUSS IN GROUPS HOW MUCH TIME IT IS REALLY NECESSARY FOR THEIR SPECIFIC USE OF THE EMAIL (PROFESSIONALLY/PERSONALLY)

IN CLASS

CREATE A DAILY ROUTINE TO CHECK AND TAKE CARE OF EMAILS

IN CLASS ACTIVITIES

THE STUDENTS WILL WORK IN COUPLES AND DEFINE SPECIFIC TIME SLOTS FOR READING EMAILS THROUGHOUT THE DAY. THE STUDENTS WILL DEFINE A PLAN TO EVALUATE AND CHANGE THIS ROUTINE UNTIL IT PROVES EFFICIENT.

IN CLASS

LEARNING OUTCOME (5)

REVIEW THE SUITABILITY OF EMAIL ACCESS IN ALL PERSONAL DEVICES

IN CLASS ACTIVITIES

THE STUDENTS WILL WORK IN COUPLES TO DETERMINE WHICH OF THEIR ELECTRONICAL DEVICES WILL HAVE ACCESS TO THEIR PERSONAL AND/OR PROFESSIONAL EMAIL.
THE STUDENTS WILL PRESENT AND DISCUSS THEIR PLAN TO THE REST OF THE CLASS.

IN CLASS

LEARNING OUTCOME (6)
REVIEW THE NEED OF EMAIL NOTIFICATIONS IN ALL PERSONAL DEVICES AND CONFIGURE THE DEVICES ACCORDINGLY

IN CLASS ACTIVITIES
THE STUDENTS WILL RESEARCH HOW TO DEACTIVATE THE INCOMING EMAIL NOTIFICATIONS FOR THEIR SPECIFIC DEVICES (MACBOOK, PC, IPHONE, ANDROID, ETC).
THE STUDENTS WILL DISCUSS IN GROUPS THE NEED OF EMAILS NOTIFICATIONS INSIDE AND OUTSIDE OF THE EMAIL READING ROUTINE.
THE STUDENTS WILL DEACTIVATE THE LESS CRITICAL NOTIFICATIONS OUTSIDE OF THEIR PLANNED EMAIL READING ROUTINE.

CLOSING
THE STUDENT WILL RECAP THE MOST INTERESTING AND THE MOST CHALLEGING IDEA OF THE MICROLEARNING.
A SURVEY WILL BE TAKEN TO COLLECT IDEAS AND CONCERNS.