

Best way to mark email for followup

Wed, 05/09/2012 - 10:47 — Irichards

If I send an email to a client and want to remember to follow up, what is the best method? I use Ceptara in Outlook 2010.

I have tried setting a reminder, but then have to manually file the email and the reminder does not appear as a task when I am planning the next week's schedule.

I have also tried deferring to a task, but find it cumbersome to have a task and an email in the project for the same task.

I find deferring to calendar to be arbitrary, as I never know what my schedule will be, but would use this feature if it had some hidden benefits.

Does anybody have a preferred or different method for following up on emails?

Thanks.

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