



NYU

Work
Life

Kinder Emailing Practice: Be More Thoughtful About Sending After-Hours Emails

There is significant evidence that our ability to disengage from work is important for alleviating stress, being more productive, and maintaining our health. While access to email and having the flexibility to work when we need to can make our lives easier, sending after-hours emails can be a main source of stress for those on the receiving end. If you plan on working outside of normal work hours, incorporate the following Kinder Emailing Practices to lessen the impact of stress on others.

What Does the Research Show Us?

- [Control Over Work-Life Boundaries Creates Crucial Buffer to Manage After-Hours Work Stress](#)
- [The Invisible Leash: The Impact of Organizational Expectations for Email Monitoring After-Hours on Employee Resources, Well-being and Turnover Intentions](#)

Ways to Practice Kinder Emailing

- Use [GMail Schedule Send](#) or Outlook Delay Delivery - draft your email and select a time for it to be delivered
- Keep messages in your Drafts folder to send later - Gmail automatically keeps unsent messages in Drafts. Close the message before you hit Send to store the draft for later
- If you must send the email, set clear expectations of when you would like a response by adding language in your subject line: *No need to respond to this until tomorrow*
- Avoid “reply-all” when not needed
- Create a tagline under your signature - Google allows you to have [multiple signatures](#):
 - *Join Me in Email-Free Evenings and Weekends*
 - *Think Twice Before Sending Emails After-Hours*
 - *Practice Kinder Emailing: Draft & Send Later*
- Become a role model - share your Kinder Emailing Practice with your

- department and team and encourage their participation
- Practice disconnecting - keep work emails turned off on mobile devices and avoid answering after-hours emails if possible

No-Camera Fridays

In an effort to acknowledge and alleviate the [Zoom fatigue and burnout](#) many of us are currently experiencing in a remote work environment, Work Life is piloting a new initiative called “No Camera Fridays.”

Research shows that constant engagement via video can [exhaust us](#), so while Zoom meetings have all but replaced in-person meetings, consider whether those meetings could be replaced by phone calls or emails. On Fridays in particular, we encourage the NYU community to take a break from video, even on Zoom calls.

Those who wish to participate are encouraged to:

- Announce at the start of Zoom meetings scheduled on Fridays that cameras should be turned off
- For meeting hosts: Configure your scheduled Friday meetings to have a “video off” setting for hosts and participants (this can be changed in the Zoom portal)
- Where appropriate: Consider switching to a conference call/group phone call for Friday meetings
- Include **Join me in Piloting “No Camera Fridays” for Zoom meetings** in your email signature

Note: While turning off your camera can be beneficial, it may impact colleagues who are hard of hearing and rely on lip reading or facial cues. We encourage everyone to not only be mindful of their own needs, but the needs of their colleagues. Zoom offers [captioning](#) and [automatic live transcription](#) for attendees who are deaf or hard of hearing.