6 STEPS TO GET YOUR INBOX TO ZERO & KEEP IT THAT WAY

1 Sort Inbox by Sender

When you do this, the computer automatically displays your emails alphabetically from A-Z. This way, you can start classifying by groups of people/subjects - which will accelerate the process.

2 Round 1: Starting with A, delete all emails you don't want/need.

Make quick decisions on what can stay and what can go. If you know you don't need any of "Susan Adam's" emails, delete them all in one tap of the delete button.

3 Round 2: Starting with A again, set up folders for "subject" or "person", CLICK and DRAG.

Once you have the groups of emails you NEED to keep, create a permanent "home" (or folder) for them. Call it by the person's name or the related subject. CLICK and DRAG.

4 "_TAKE ACTION" FILE + 2 sub files: "Act Today", and "No Deadline".

This is where you create a file that starts with 'UNDERSCORE', so that it places this folder at the top. Since it's a folder you will use ALL THE TIME, you want it FRONT AND CENTER.

_TAKE ACTION -

This is the file where all your "action items" will live in until you actually take action.

✓ACT TODAY   ✓NO DEADLINE

5 "_ AWAITING RESPONSE" FILE

This is where the emails that you are awaiting a response from someone else live. It's there to remind you that you are waiting for something. When you email someone, and you want to keep it as a reminder, cc yourself in the email.

6 "_ TO READ" –

Drag those emails that have articles/ezines/newsletters that you want to read WHEN YOU GET AROUND TO IT into this file and go in there WHENEVER YOU GET AROUND TO IT and READ THEM! PROCESS EVERY DAY, MOVING EMAILS TO ASSIGNED FOLDERS – once you get your inbox to zero, all you have to do is process everyday. Moving emails out of the inbox and into their proper folder allows you to get your work done with confidence and ease.

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Productivity • Performance • Peace of Mind