

# Tips for Keeping Your Inbox at ZERO

*"Here's the deal about email. It's commonly the #1 stressor among people when it comes to lost productivity. Like everything else that has real benefit, email can also be a real problem. Whether it is an advantage or a stumbling block is in the way that you use it!"*

## 5 key decisions to make with every new email coming in:

1. **Let It Go.** Delete it!
2. **Let It Go to Someone Else.** Forward it. Delegate it to the appropriate person.
3. **Do It Now.** If you can handle it in 2 minutes or less, do it now. Otherwise, drag it to your ACTION THIS WEEK folder, and do it when you have time.
4. **TO DO Folder.** File in the appropriate "COMMAND CENTRAL" folder.
  - a. ACTION THIS WEEK
  - b. NO DEADLINE
  - c. AWAITING RESPONSE
  - d. AWAITING TO READ
5. **TO SAVE Folder.** File it in the appropriate A-Z Reference folder. These are the folders you set up to reflect your life and your job. Name them to make sense for you. And remember, there is **no limit** to how many folders you can create.

## Additional Tips for Keeping Your Inbox Decluttered:

- **Read your emails over before sending them.** Without the personal face-to-face communication, too many assumptions are derived from emails. Say what you want to say exactly like you would say it to them in person.
- **Get in and get out.** Say what you need to and not another word more. Make sure your key point gets through.
- **Only reply to the people who need to receive it.** Do you really need to "reply all"?
- **Unsubscribe to at least five email lists per day.** Deleting them only makes them go away temporarily. Invest a bit of time each day to unsubscribe.
- **Schedule times during your day for processing.** Focus on a project to completion, then check your email and do some processing for thirty minutes, then get back to work.

*Remember: Your email inbox is only meant to be a Loading Dock. Nothing lives, or should live on a loading dock. Set your email inbox up to reflect your life and your job, as it is unique to you. Once you have gotten in a rhythm and flow with your organization, the de-cluttering process will only get easier.*