

Inbox Zero

Set a time limit

Smaller sessions build momentum faster than longer ones.
Start with 1, 3, 5 or 10 minutes only.

Alpha order by sender

This will make it easier to scan for junk, SPAM, and other senders you want to delete

Delete all “trash emails” first

These are emails you don't have to think about. You know as soon as you see them you don't want them.

Unsubscribe

After you highlight and delete large batches of emails from the same provider unsubscribe from them.