



CONQUER YOUR INBOX

Step by step instruction on how
to get an empty mailbox

www.timgoertz.com/aiim



STEP 1: **UNSUBSCRIBE LIKE A PRO**

The first step to mailbox zen is to declutter your inbox. Unsubscribe from all those newsletters, promotional emails, and notifications that you no longer read or need. Here's how:

- Start by opening one of these unwanted emails.
- Scroll down to the very bottom.
- Look for the 'Unsubscribe' link (it's usually tiny).
- Click it, and follow the instructions to unsubscribe.
- Repeat this process for all unnecessary subscriptions.

By doing this, you'll significantly reduce the daily email influx and regain control of your inbox!

STEP 2: **ARCHIVE THE OLD**

Now, let's deal with emails that you no longer need but can't bear to delete. These might be reference emails or sentimental ones. Archive them:

- Select the email(s) you want to archive.
- Look for the 'Archive' button (usually an icon resembling a file box).
- Click it, and voila, those emails are out of your inbox but safely stored for future reference.

By archiving, you'll clear your inbox without losing important information.



TIM GOERTZ

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"Slow down to speed up."

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STEP 3: THE GTD ACTION DATABASE

Now, the magic step! Create your own Getting Things Done (GTD) Action Database to manage emails that require your attention:

- Create 4 lists: Unhindered must's, Hindered must's, Maybe actions & Waiting for actions.
- Write down the action you must take. Write it as if its for your personal assistant. (Pro tip: Write it starting with a verb.)
- Only set deadlines if you agreed on the deadline with someone else.

This Action Database will keep your tasks organized and ensure you don't miss anything anymore.

BONUS: FREQUENTLY ASKED QUESTIONS

- **What if you can not unsubscribe from a newsletter?**

If you know the sender, send a mail to them asking to stop send you the mails, If you do not know the sender, block the mail and consider reporting it as spam.

Got a question yourself? Contact me directly.

**WANT MORE HELP? SIGN IN
FOR THE AIIM COURSE AT
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