

# 8 Strategies

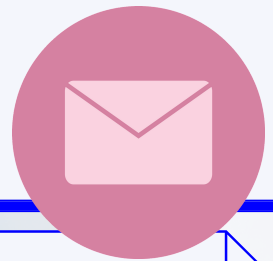
## *How to Organize and Manage an Email Inbox More Efficiency*

Reconsider having too many email accounts. Have just a few that you absolutely need. Instead of "dummy" accounts that you create to give out, consider unsubscribing and not giving out your email unless you absolutely want to do so.

UNSUBSCRIBE from unwanted emails or those that get sent to you too often!



To keep inbox clean and clear, you can print emails that require action in your behalf. Throw away the printed copy as soon as you complete the work!



Create a specific folder for items you can read when you have time (non-emergency emails).

Delete all emails that are not serving any purpose and do not need to be kept. Only keep those that are absolutely necessary.



To have a clean slate add a fresh start, Delete every email, as long as it's safe to do so.

Create folders for items that you think you might possibly need. Creating folders for your inbox is an easy thing that a non-techy person can do to manage emails more efficiently.

Create filters and rules... even though that might take you some time to research and figure out how to do.

