

TEN TIPS

TO CONQUER

YOUR EMAIL OVERLOAD



TIPS

MANAGE

- Learn tips & tricks
- Manage your email
- Never miss or lose an important email again



SYSTEMS

EASY TO MAINTAIN

- Maintenance is easy
- Handling email not a chore
- Systems make it effortless



RELIEF

EMPTY YOUR INBOX

- Relief at last
- Freedom to focus
- No longer burdened

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TIP # 1

2 MINUTE RULE

Only handle quick items

Open email when you have time

Open only once

Clutter = postponed decisions



TIP # 2

EMPTY YOUR INBOX

Goal = empty inbox daily

Map out schedule for initial purge

Don't be afraid

Not a contest

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**TIP
3**

SET TIMES

Establish set schedule

Inform others

Turn off notifications



TIP # 4

OFTEN USED FOLDERS

Create folders

Special character naming

Limit # of folders

Set expiration dates

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**TIP
5**

**FORWARD TO
YOURSELF**

Forward important emails to yourself

Change the subject line

Set expiration date



TIP # 6

TOODLEDO

Inbox is not to-do list

Forward to Toodledo with date required

Set reminders

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TIP # 7

SUBJECT LINE

Use specific subject lines

Action required

Rename when replying



TIP # 8

TRAIN OTHERS

Train by example

Resend

Request specifics

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TIP # 9

PLACE FOR
EVERYTHING

Decide in advance

Create systems

Leftovers = no decision



TIP # 10

SUBSCRIPTIONS

Use list name as your last name

Review monthly

Set rules

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TIP # 11

UNSUBSCRIBE DAY

Set schedule to unsubscribe

Does it bring joy?

Estimate # of hours spent reading



TIP # 12

ARCHIVE FOLDERS

Create archive folders

Yearly

Baby steps if needed

EMAIL TIPS

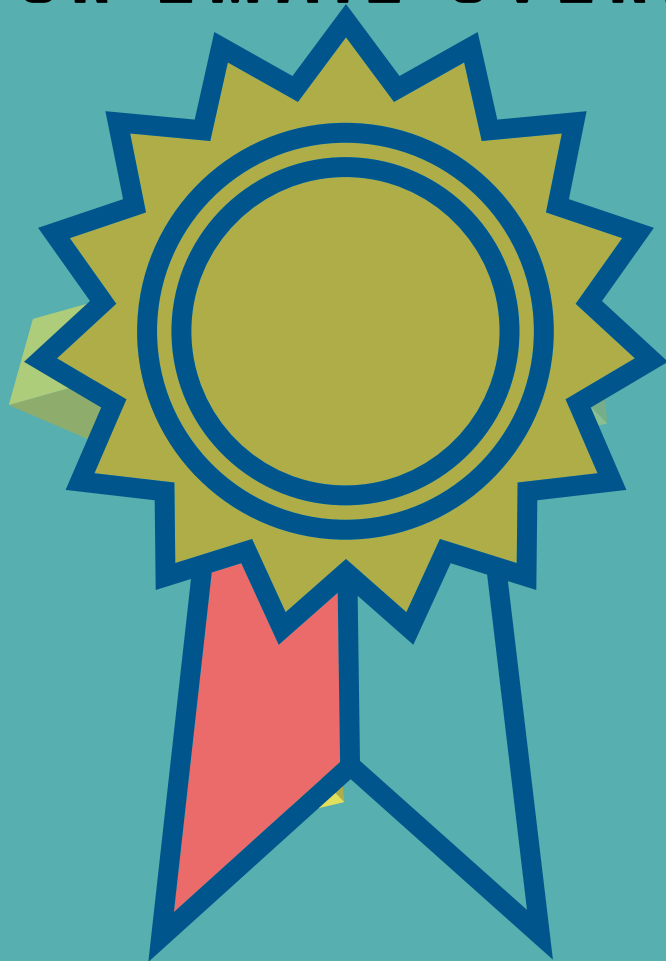
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