



MASTER YOUR INBOX

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This quick, practical guide will help you regain control over your inbox, reduce stress and improve your communications 

1 set specific email times

Constantly checking emails breaks focus.

TIP: Block out 2-3 email check in windows per day (e.g 9am, 1pm, 4pm).

2 use the 2 minute rule

If it takes less than 2 minutes, do it now.

Don't let tiny tasks pile up - knock the out immediately.

3 unsubscribe ruthlessly

Use built in unsubscribe links to cut newsletters and spam.

Your inbox = your workspace. Keep it clean.

4 use folders, labels and filters

Auto sort by sender or keyword.

Example folders: To-do, waiting, read later, clients

Gmail and Outlook allow filters to automatically categorise incoming emails.

5 star, flag or pin important emails

Mark items that need action so they don't get buried.

Set up a rule: once responded to or completed, **remove the star/flag.**

6 use templates for repeated replies

Canned responses **save hours.**

Gmail, Outlook and other tools let you save and insert pre-written responses in seconds.

7 turn off notifications

Stop being a slave to the ding!!

Silence notifications and **take back control of your day.**

8 empty your inbox weekly

Aim for **inbox zero** (or inbox 'manageable') at least once a week.

Archive what's done. Label what's still in progress.

9 prioritise with the eisenhower matrix

Sort emails into:

- **Urgent & important** - do now
- **Important, not urgent** - schedule
- **Urgent, not important** - delegate (to me )
- **Neither** - delete or archive

10 use email apps that work for you

For example **Outlook** (robust calendar/email integration)\0

bONUS:

Every Friday ask:

- What emails wasted my time?
- What system could help next week?
- Can I automate, delegate or delete more?