

Inbox Zero

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Who am I?

- ▶ Property Investor
- ▶ Software Engineering Manager

Inbox Zero

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Organisational Context

Inbox Zero

- ▶ Inbox Zero is one tool in an wider strategy to capture, clarify and organise yourself.
- ▶ That strategy should at minimum have
 - ▶ a set of inboxes (email, paper, etc);
 - ▶ a calendar;
 - ▶ a to-do list;
 - ▶ a knowledgebase;
 - ▶ a cadence to stay organised.
- ▶ For example GTD (Getting Things Done) by David Allen.

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Why Use It?

Inbox Zero

- ▶ “Sorry I must have missed that”
- ▶ “Oh, I'd forgotten about that”
- ▶ “Hmm, I think I wrote that in my notebook/on a post it note”
- ▶ Seeing colleagues with “10,000 unread messages“ listed.

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What's The Aim?

Inbox Zero

- ▶ To stay on top of incoming messages and never miss a thing.
- ▶ Keep as little information in your head as possible - our brains aren't designed for that!
- ▶ And in this case get your email inbox to empty.
- ▶ Doing so and combining with a wider strategy means you can get on and focus on the most important things.

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How Do I Do It?

Inbox Zero

- ▶ So I've had a full day off. I open my inbox and there are 50 emails. What do I do?
- ▶ In turn review each one and decide what to do.
 - ▶ If it's junk get rid of it.
 - ▶ If it takes less than 2 minutes just do it.
 - ▶ If it will take longer than 2 minutes capture it in your task manager.
 - ▶ Repeat until the inbox is empty.

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Supporting Tips

Inbox Zero

- ▶ Have a Done or Archive folder for anything you want to keep.
- ▶ Delete anything you don't want to keep.
- ▶ Understand how to link into your task manager as easily as possible.
- ▶ Add new tasks, update existing ones.
- ▶ Put useful information into your knowledgebase.

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Beware Of...

- ▶ Checking too often.
- ▶ Always having to have Inbox Zero.

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Bonus - Email Tips

Inbox Zero

- ▶ Get it setup correctly!
- ▶ Have your inbox sorted oldest to newest.
- ▶ Use conversation groups.
- ▶ Display the total of all messages not just unread.
- ▶ Unsubscribe from things that don't add value.
- ▶ Make key functions a one click or one key combination option.
- ▶ Know how to search for messages.
- ▶ Use flags.
- ▶ Use delayed send.
- ▶ Turn off new email alerts.

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Live Demo

Inbox Zero

- ▶ An example inbox I prepared earlier...

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What Next?

Inbox Zero

- ▶ Set aside a few hours (depending on your inbox size!) and get started.
- ▶ Take Action! Put this into your task manager and calendar now before you forget.
- ▶ Get in contact if you want some help.

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