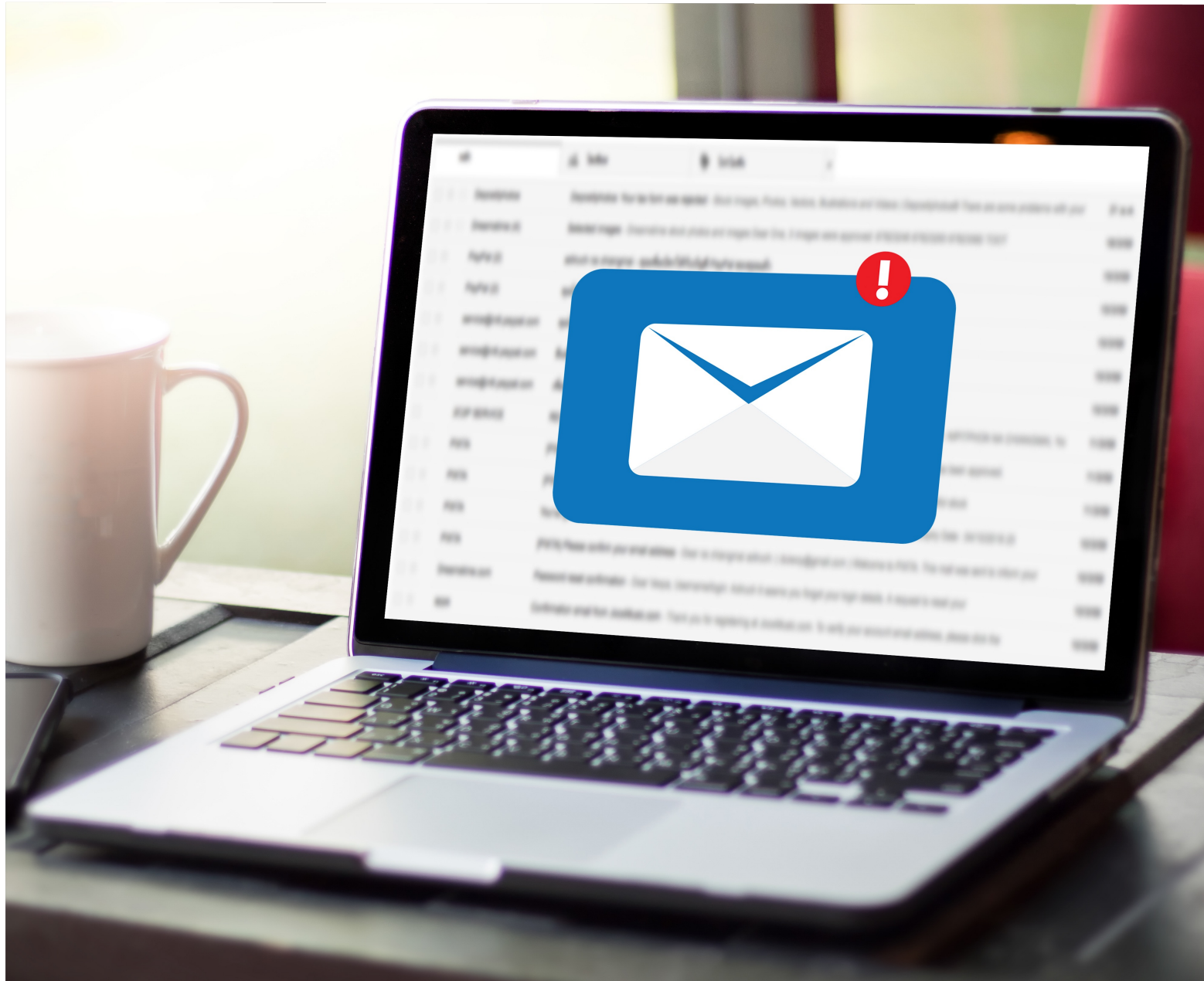


EPISODE 108

# Cleaning Out An Overflowing Inbox



INSTRUCTIONAL  
LEADERSHIP SHOW



# Essential Question



How can I get my email inbox cleaned out for the first time in months?

# The Clutter Problem



# The Clutter Problem

- Mentally taxing
- Harder to find things
- Feels out of control





# Get Current



- You don't have to *do* all of your work as it arrives
- To prioritize, we need to be aware of what's in our inbox
- A large backlog of email can make it impossible to get an overall sense of what's on your plate







# A Fresh Start



Remove *everything*  
from your inbox.

# Inbox Cleanout



- Create a tag or folder:  
    *"Inbox Cleanout MONTH YEAR"*
- Move *everything* in inbox to this tag/folder
- Keep your inbox empty
- *Then* review the tag/folder for important messages
- Remove from tag/folder as you process

# Afraid?



- The tag/folder is just as safe as your inbox
- You can process it just like your inbox
- Most importantly, you'll be able to keep up with new messages



# Keeping Up



- Process regularly
- Use keyboard shortcuts
- Archive—don't file into folders
- Use remind/snooze features to organize by time

# Process At Key Times



Develop the habit of processing your inbox at fixed times of day:

- Over/after lunch
- When arriving
- Before leaving

# Keyboard Shortcuts



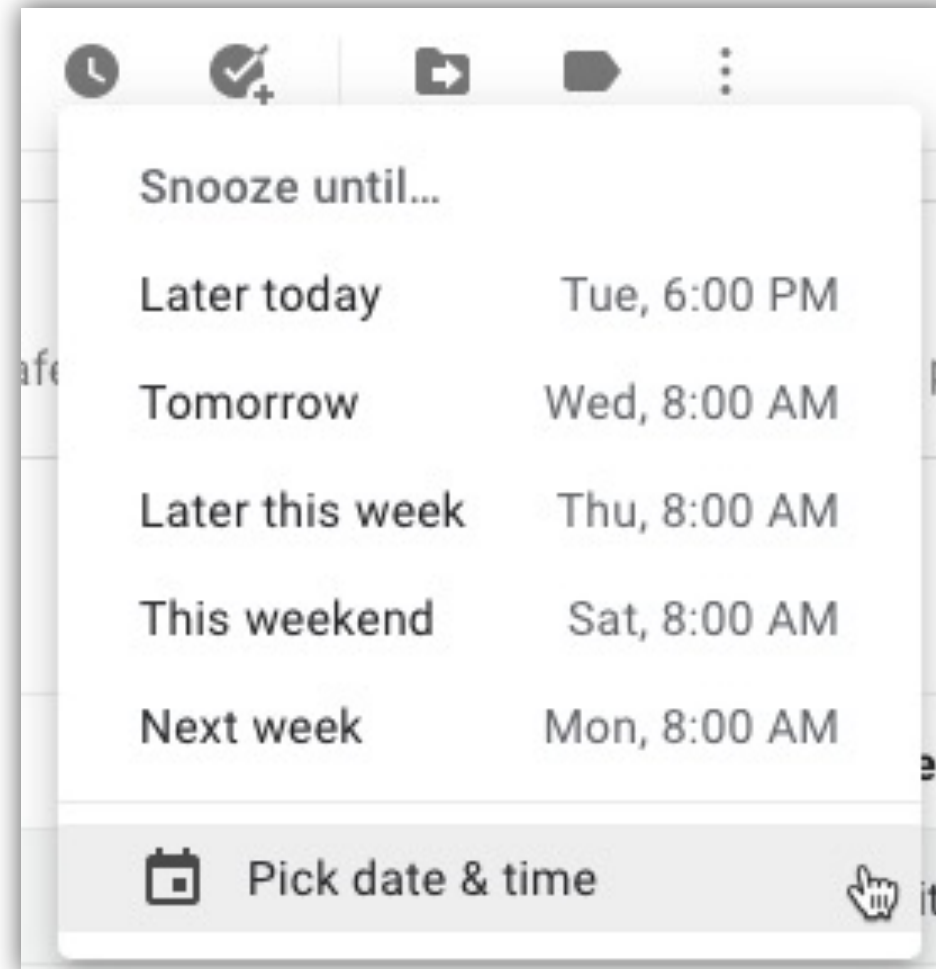
- Compose/Send: **c / cmd+enter**
- Snooze: **b**
- Next/Previous/Select: **j / k / x**
- Go to inbox: **gi**
- Archive: **y** or **e**
- Archive & Next/Previous Message: **[ / ]**

# No Folders



- Archive your email in a single folder
- More folders = more decisions
- Find with search

# Organize By Time





# Further Resources



# Further Resources



# Further Resources



- Chapter 7: Keeping Your Communication Channels Under Control
- Chapter 8: Managing the Work You're Not Doing Yet
- Chapter 10: Maximizing Your Mental Energy With Habits