

Manage Your Inbox

Take 10 minutes a day to review your Inbox following the steps below. Don't use this time to answer email.



1

Delete it

Delete spam, mailing list messages, and email with no reference value.

File it

Sort email you need to keep, but that don't require action, into folders.

2



Act on it

What's left are messages that require action. After that's done, go back to step 1 or 2.

3

