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Email management and inbox zero guide



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E M A I L S Y S T E M

inbox zero

The 5-folder system · Action · Waiting · Reference · Archive · Delete

Action · Requires a response or task from you · process today

Waiting · You've responded · waiting for reply · follow up in 3 days

Reference · No action needed · might need later · searchable archive

Daily routine (20 mins) · 9am: clear inbox to folders · 12pm: process Action · 4pm: final clear

Email rules · No notifications: ☐ Only check at set times: ☐

Batch processing · Reply to all Action emails in one session · close email

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