

# Taming the E-Mail Wasteland

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The average American has 47 unread text messages and 1,602 unopened emails.

## How Do We Access E-Mail?

- Microsoft Outlook (PC) or Apple Mail on my computer
- **Provider website on my PC, phone or tablet**
- Default E-Mail app on phone/tablet
- Other App on phone/tablet ex: Yahoo Mail

## What is “Inbox Zero”?

A philosophy in which the perfect E-mail account has no unread messages in the IN box.

## Activities Checklists

Most of the following activities are much more efficient using a computer as opposed to a cell phone (or tablet). Some are impossible without using a PC.

### Weekly Activities Checklist

- ✓ Make time for it.
- ✓ Read – Respond – Delete or Move – Next.
- ✓ Unsubscribe!
- ✓ Save New Contacts Now!
- ✓ Move keeper Emails Into Folders.
- ✓ Use the Calendar, Reminder or Priority features
- ✓ Respond to Emails Within 24 Hours.

### Monthly (or so) Activities

- ✓ Check Spam (Junk Mail) Folder.
- ✓ Maintain Folders and Contact Groups.
- ✓ Clean the Outbox!
- ✓ Did you leave any ‘Drafts’ behind?
- ✓ Take out the Trash.
- ✓ Set up e-mail rules/filters applies to Outlook or other higher level E-mail Apps

### Use the Archive Function

- Moves Inbox items to Archive folder

- Avoids accidentally deleting a new message
- Items deleted from Archive folder skip the Trash folder

### **Deep Cleaning Steps**

- Create Mail Folders
- Create Contact Groups
- Contact Groups synchronize (w/ cell phone)?

### **Navigation, Sorting and Selecting**

- Learn and become expert at selecting multiple items using combination of keyboard and mouse
- Embrace the DELETE key
- Learn how to move items to/from folders: 1. drag and drop 2. "Move" menu
- Learn how to Sort E-mails by Date, Sender, etc.
- Spread out this activity and set goals

At some point, you can achieve e-mail Nirvana and life can be a bit more relaxing.

