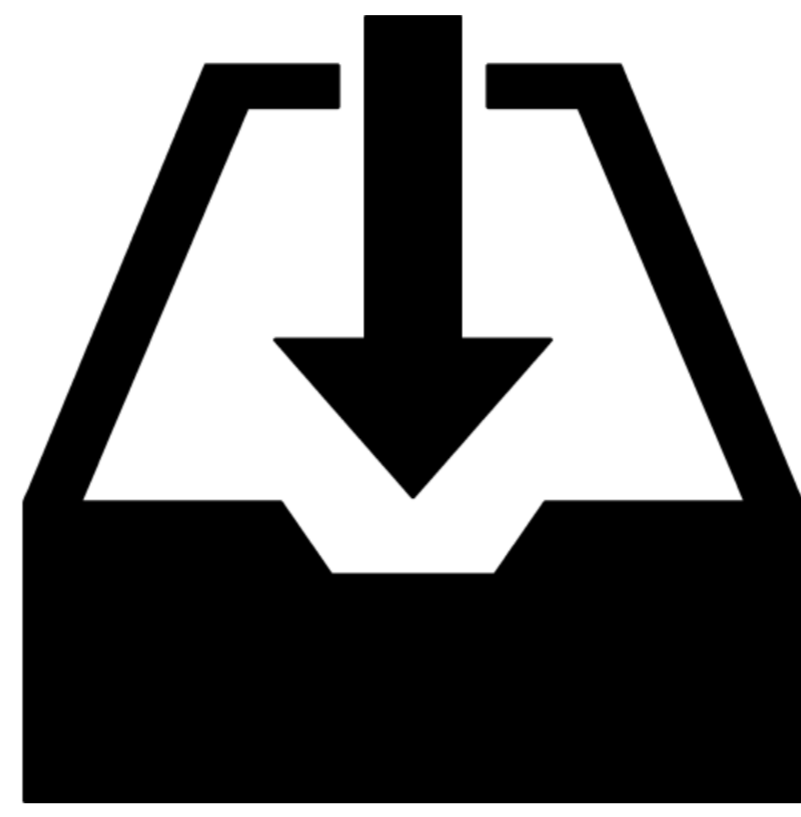


InBoxZero^{2.0}



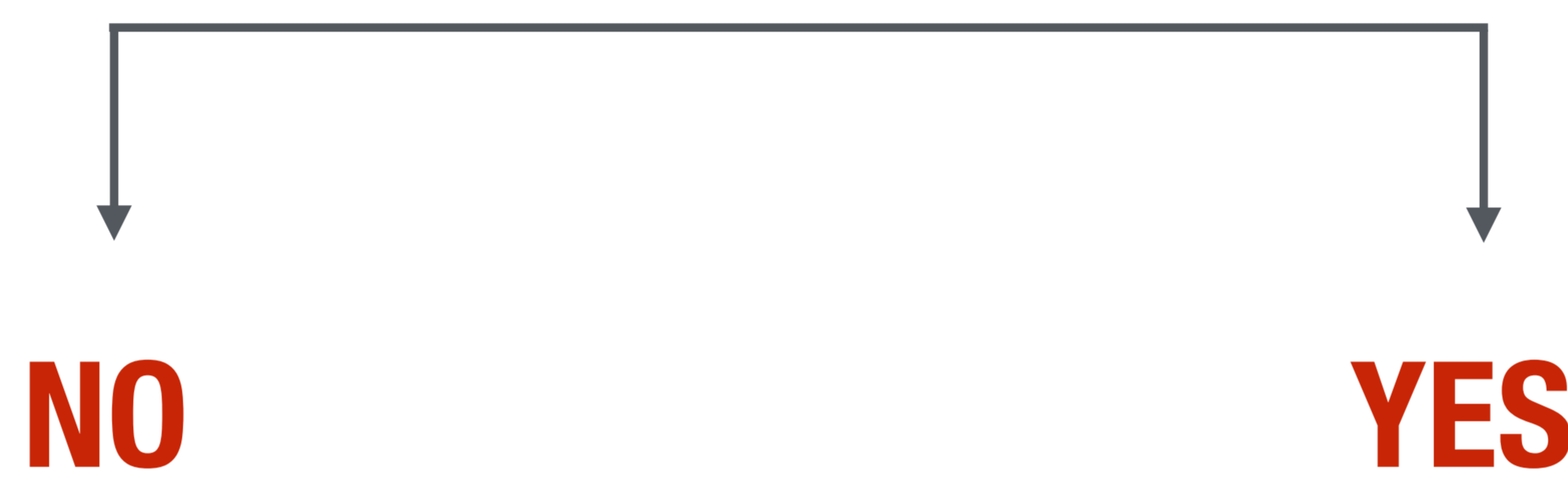
InBox

All emails come in here first



What is it?

Do I need to do anything with it?

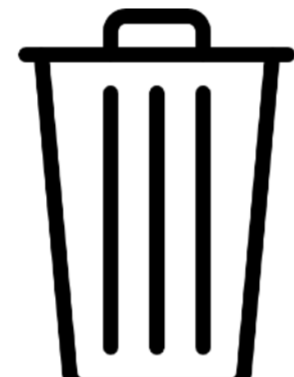


NO

YES



Archive



Trash

Forward

Reply

Less than 2 mins, do it now

More than 2 mins

You work from this folder. This folder contains all the mails you need to do something with.

Action Today



Project 1

Important, current projects can have there own temporary folders.



Old InBox

Copy all the emails currently in your inbox and paste them in here. You will go through this folder as and when you have time deleting and filing

If you are waiting for a reply, drag a copy of your sent mail in here and check this folder every day



Waiting For

