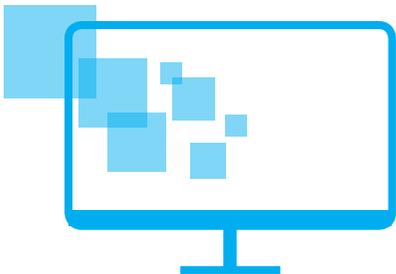


3 Steps to Empty Your Inbox

1 Create a new inbox subfolder

- Call it the **Backlog** folder
- If you have lots of sub-folders, place an asterisk (*) in front of the word Backlog so that it appears immediately below the Inbox folder.

This is a process that has been successfully used by hundreds of past Taming the Email Tiger workshop participants to get their inbox empty right now and then use the 4D Methodology to keep it that way into the future.



2 Empty the Inbox

- Select all messages in your In-box (highlight any message and then click **CTRL+A**).
- Drag n' drop the highlighted messages into the new **Backlog** folder (ta-da, instant empty in-box!)

Thanks for downloading this 'cheat sheet'. I sure hope it helps you get your inbox back under control

Let me know if I can help any further – a quick chat on the phone or send me an email.

All the best,

Stewart



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3 Process the backlog folder

- **Schedule time:** This is probably the most important step in getting control of your backlog. It will take some time to work through the backlog, so the first step is schedule a block of time(s) into your calendar. There's often no need to complete this task in one sitting so set blocks of 15-20 minutes at a time. This way you'll stay highly focused on simply making a decision about each email as quickly as possible. It's a powerful time management strategy – reduce time to increase focus!
- **Run rules:** If you have created any rules, run these first so that they clear out as many emails as possible based on your previous decisions (ie: rules). If you haven't got one, you can **set up a 'CC Rule'** so that it moves these messages to a separate folder you can review later (at a scheduled block of time set aside just for reading), so you can keep up to date with background details.
- **Delete in batches:** Rather than look at one message at a time, start by focusing on the bigger batches that you can process to quickly reduce your Backlog.
- Sort the Backlog folder by the Subject line. Delete or file any with subjects that you may have already dealt with. Even if there are a number of messages in a conversation thread, you can usually delete all but the most recent one (which should contain the entire trail of conversation).
- Sort by the Sender column and once again delete or file in batches
- Sort by Received date column and delete or file those that may have become obsolete because of their age.
- **Use the 4D method** for each of the remaining messages.