

Regain Inbox Control



Meet Our Team

Spark Productivity is a productivity training and coaching company that lights the fire within. Our customized productivity solutions help you and your team become more inspired, focused, and joyfully productive. Spark Productivity owners, Linette and Donna, provide training and coaching for individuals and organizations that want to do more and achieve more. Reach Linette and Donna at 312.765.7550 or linette@sparkproductivity.com donna@sparkproductivity.com



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STATUS QUO



Does your email inbox make you feel stressed? Overwhelmed?

If you're like most people, one misconception is perpetuating your daily email frustration (and it's not what you think). If you believe you need to "organize" your emails to regain control, think again.

When you're bombarded with hundreds of emails a day...

you know something must be done to maintain order. You are drawn toward methods that give order to so many other areas of your life. Categorizing clothes according to

season, type and color saves time. Separating forks from knives makes setting the table faster. Filing papers by project or category makes finding key documents easier.

So... creating an elaborate folder system to store reference emails must be the answer.

Right?

Wrong!



The practice of organizing your inbox leaves you disorganized”

Imagine if Google were to “organize” information. Say you’re vacationing and you want to find a well-rated sandwich shop that will deliver to the beach. Do you look in the Sandwich Shop folder under the Town Name? Or in the Delivery folder under Restaurants? Or maybe in the 2022 Top-Rated Restaurants folder?

Your inbox has the same issue that Google faces with the Internet. The volume is high and any given message includes multiple topics. Because digital search has become so powerful...

organization is not the answer...

Search is.

Chapter 2

NEW PARADIGM



Instead of using manila file folders as your model, follow the Google approach. Opt for far less organization and instead, use the advanced search capabilities to retrieve items ...**in seconds!**

Exchange Hyper (Overly) Organized for Hypo (Minimally) Organized

Many people already use hypo organization in their inbox (because they are so far behind on their filing). Similarly, this minimal organization can be seen in their sent folders. The following steps will ease your guilt over not filing and replace it with relief when you open your inbox and see only new emails and emails requiring action... without the clutter of everything else.

Step 1: Practice Search

In order to get comfortable enough to implement Step Three, practice searching for emails using the advanced search

capability in your email program. Test yourself for up to a week to see if you can find things without referring to your folder system.

Step 2: Create Single Reference Folder

Now that you're confident in finding things, create a general reference folder. This is where you're going to

dump everything that no longer requires action but may need to be referenced at some point.

MAKE THE CHANGE



It's time to take action to transfer your inbox and folders to a new system. It's time to make the change and create new habits

Step 3: Move Inbox Messages to Your Reference Folder

Select everything in your inbox that is one month or older and move all of those messages to your reference folder. Feel free to adjust the timeframe to everything older than 2 or 3 weeks, but don't adjust in the other direction. **Do not**

organize those emails by filing them into your folder system! It's not worth your time. You're currently getting along without that organization in your inbox, so why apply the organization when you know you can live without it?

Step 4: Review Remaining Inbox Messages

Go through your remaining emails and file messages that don't require action into the reference folder and

leave all those requiring action in your inbox. The last step is to close down your old folder system.

Step 5: Sunset Old Folder System

If it bothers you to have some emails organized and others not, then take the longer road of selecting all emails from each folder and moving them into the single reference folder.

If this level of detail doesn't matter to you, nest your folders under

the single reference folder and then collapse them so you no longer see them. If you identify a folder or two that seems more reliable than search or sort, feel free to keep these in place (like Google's Images / Maps / Videos filters).

Establishing new email inbox habits with a **single reference** location and **searching** for needed emails will enable you to **dominate through disorder** and **joyfully enter your email.**

Request a

FREE CONSULTATION



Spark Productivity delivers customized training and coaching solutions that help teams and individuals become more focused and joyfully productive. If you're interested in improving how you manage your email, request a free consultation today. Call 312.765.7550 or email info@sparkproductivity.com.