

Email Inbox Management Checklist

Quick Steps to Organize and Maintain Your Inbox

Declutter Your Inbox

Unsubscribe from unnecessary newsletters.

Delete or archive emails older than 3 months.

Use tools like Unroll.Me for bulk unsubscribing.

Organize with Folders and Filters

Create Folders for key categories (e.g. "Invoices," "Clients").

Set up filters to auto-sort incoming emails.

Add a "Read Later" folder for non-urgent emails.

Prioritize Your Time

Schedule email check-ins twice a day.

Use the "two-minute rule" for quick replies.

Turn off notifications to reduce distractions.

Optimize with Tools

Save canned responses for routine emails.

Use a task management tool to track follow-ups.

Mark emails as "Unread" if you need to revisit them.

Delegate to Save Time

Assign email management to a virtual assistant.

Provide clear instructions for prioritization.

Trust your VA to manage daily tasks efficiently.

Ready to delegate? Contact AssistingETC today and reclaim your time!

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