

# 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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