

INBOX ZERO

5 ACTIONS FOR PROCESSING MAILS,
EVERY TIME YOU OPEN YOUR INBOX
(NO MORE CHECKING!)

1 DELETE OR ARCHIVE

Archiving in a single folder or very few, not 24.

2 DELEGATE

Is there somebody else who should deal with it?

3 RESPOND

Quick response that doesn't take more than two minutes =>
gtd principle; answer in a one, two or three line response.

4 DEFER

Move to a „do it later folder“, make sure that you regularly work on
it => block time in your calendar to work on this folder.

5 DO

Do it now.

PROTECT YOUR INBOX, USE
AUTOMATIC FILTERS FOR EMAILS
THAT DO NOT REQUIRE YOUR
ACTION (CC MAILS, NEWSLETTERS)



YOUR INBOX SHOULD ONLY BE FOR
UNREAD, NEW EMAILS.