

# Taming Your Inbox

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**Bottom Line Time**

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# The Value of Information

- Connected to Your World
- Professional Growth
- Running Your Firm
- Decision Support



# Manage your Information

- Gather and aggregate
- Too many sources tools make it too hard to keep up with.
- RSS, Twitter, NNTP, E-mail, Voicemail, Faxes...all in one place.



# Reduce the Inputs

## Is it Actionable?

- If you don't use it, why do you get it?
  - For work?
  - For fun?
- What do you do with it?
- Minimize Spam
- Automate handling “bacon”



# The Four Ds

- Delete it
- Do it
- Delegate it
- Defer it



# Delete It

- Be Ruthless!
- If you replied, their content is probably quoted!
- Don't need to keep every response.



## Do It

- Does it need to be done?
- Can it be done in less than 2 minutes?
- **DO IT!**



# Delegate It

- Do you have to do it?
- Pass it along to somebody else, but...
- ...follow up



# Defer It

- Flag it
- File It – Sub-folders
- Use the To-Do Bar



# Get It Under Control

- Sorts
  - From
  - Subject
  - Reverse chronological



# Keep It Under Control

- Rules
- The Reading Pane
- AutoFormat
- Flags
- Categories



# To-Do Bar

- Keeps you on top of task items and appointments.
- Flagged E-mails



# Search Folders

- Never lose another message!
- Search across sub-folders
- Search by criteria such as date or keywords.



# Eat Your POI

- Posts Of Interest
- Custom Search Folder
- Specific terms, people or topics.



# Mobile Devices

- Make spare time productive
- Keep responses short – better for review and keeping Inbox clean.
- They all have a delete key!
- Windows Mobile, Blackberry, even iPhone...

# Questions?



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