

4 STEPS TO TAME YOUR INBOX!

Control your Inbox so that it doesn't waste your time and control you.

Time management involves making decisions about what to act on now, later, or even never. If you struggle with these decisions during your day, use the 4 Ds of effective time management.



1. DELETE IT

- If it's not important, **D**delete immediately.
- This includes Junk Mail, Marketing Emails, or Emails for informational purposes only. If you receive a lot of Marketing Emails, Unsubscribe so they stop filling up your Inbox.



2. DELEGATE IT

- If someone else can or should handle it, **D**delegate it.
- Once delegated, forward It, file it away, or delete it.
- If you prefer, you can also Flag it for follow up.



3. DEFER IT

- If it takes more than 5 minutes, **D**defer it; Do it later.
- Flag it; add it to your calendar to allow time for it.
- Or, Create an Email folder called "Action" and move it there to review at the end of each day or week.
- Don't let deferring lead to procrastination.



4. DO IT

- If it takes less than 5 minutes, **D**o it Now.
- Emails you may have deferred prior to this, will now become your Do it emails, a sort of To Do list.
- Quickly completing smaller tasks can build momentum and give you a sense of accomplishment.

THE GOAL: INBOX ZERO!

IF YOU LIKE THESE SOLUTIONS, THERE'S MORE FOR YOU!

See an example of these 4 D's in play (along with a bunch of other helpful time management and productivity material).

JOIN my Facebook Community where we learn, grow, and support one another on our Time Management and Productivity Journey.



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