

Taming Your Inbox Webinar Notes

1. Email should be a _____ you use to _____ your business; not something that _____!
2. In the Carnegie Mellon test, the *interrupted* group answered correctly _____ than members of the control group who were not interrupted. That is like a student going from a _____ to an _____.
3. A study by the University of California - Irvine found that it takes _____ to completely return to your original task after being interrupted.
4. Check your inbox _____, preferably at and for _____ amount of time.
5. Delete one email newsletter _____ for the next year will consume over _____ of your time.
6. Learn to search using these terms:
 - _____:name
 - _____:name
 - _____:word(s)
 - Has: _____
 - _____:date
 - _____:name
 - In: _____

7. Archive messages that have no _____.

Only _____ messages stay in your inbox:

- messages that _____
- messages that _____

8. Outlook has combination of _____ and _____.

Add rules:

Older Outlook: _____ >

Outlook 2010: File > _____ >

9. Start from _____.

Examples:

10. What are a couple of ideas of ways you could use rules and folders? Post notes in chat and record more ideas from chat here:

11. GMail has combination of _____, _____ and _____.

Folders are designed in a _____, with ability to add _____, and messages are only in _____.

Labels are similar to folders: _____, appear on the _____. Think of them like "tags".

Settings > Filters > _____

12. After you have run the rules/filters, _____ others by using search terms or labels.

13. Now that you've tamed the old messages in your inbox, check new messages messages _____ and

- _____ ,
- _____ , or
- _____ .

14. Some apps that can help tame your inbox:

- Opposite of enroll - _____
- Archive - _____
- Read later - _____ or _____
- To do - _____ or _____
- _____ inbox alternative

15. Two ways to begin: _____ or _____ (which is only recommended on your personal email, not business).

16. How do you plan to start? Add your notes to chat, and use this area to capture other good ideas from chat:

Have you set an appointment with yourself to begin?

