

TAKE CONTROL OF YOUR INBOX



Tips from the desks' of
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The best way to organise your inbox depends on your personal preferences & the following:

- How many emails you receive each day
- How frequently you check your inbox
- How frequently you WANT to be checking your inbox
- Other systems used by your organisation
- Preferred type of task & time management
- Type of emails received



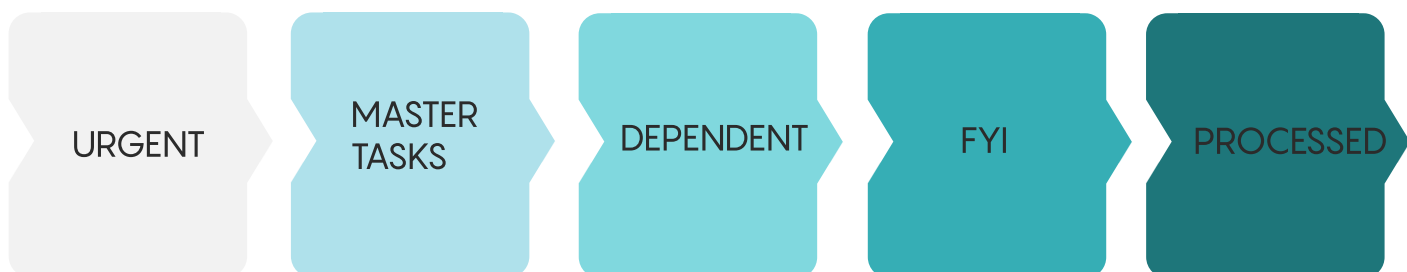
FOLDER STRUCTURES

1. Simple Time-based Structure

Begin by moving all emails over 6 months old into a folder called 'Archive' or 'Old'

Create folders called:

- Today or Action Required - emails received & to action today
- Master Task List - emails received with a long-term action required.
- Dependent - emails awaiting reply
- FYI - emails of importance & should be read.
- Processed - emails that have been actioned & filed



2. Department Structure

It's important to have "Urgent" & "Processed" folders, regardless of the structure you use. This type of structure is especially relevant for General Managers & CEO's as you create folders for each department within your company that you receive emails for.

Example

- Sales
 - Management
 - Purchasing
 - etc
-

3. Complex Structures

You can of course, create folders for each staff member, client or supplier. This is not our recommended approach, particularly as the search function can quickly locate emails for you.

4. Colour Coding

Colour coding your emails is particularly helpful when working with a VA, or others within a shared inbox. In addition, it's an amazing tool for helping you prioritise your emails.

An example of colour coding used by an executive with an assistant is:

- GREEN - read only
- PURPLE - read & reply
- BLUE - do/process
- ORANGE - meeting requested
- RED - urgent / answer required
- PINK - EA to process



Other Quick Tips

Separate your personal and work accounts.

- You might think handling two accounts would be a difficult task, but it quickly reduces stress and keeps your head in the game.

Click 'Unsubscribe.'

- Get rid of the unnecessary junk that continuously flows in your inbox. Start unsubscribing to emails you never even read.

Set up rules.

- Let your Inbox do the filing. Send unimportant emails directly to the relevant folders.

Use 'Favourites'.

- Keep the important stuff right on hand ready for when you need them.

Set Up Quick Steps

- For Outlook users, create quick steps to action and file emails in one click of a button.

Block in Email time - & Stick To It!

- This is particularly for those who have a VA - let them do the sorting & leave your headspace clear to only action the emails you NEED to see. You'll reduce your inbox time by hours per day!



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