DOERS DECLUTTER EMAILS

1

unsubscribe to newsletters you don't read.

2

Identify a time each day to read emails.

3

Declutter 25 emails today.

4

Filter your emails to find video attachments to declutter.

5

Pick a company that you receive emails and declutter these.

6

Declutter auto response emails from companies.

7

Choose 25 emails that are more than 4 month old and declutter.

8

Filter your emails to find picture attachments to declutter.

9

Declutter password reset emails.

10

Find 25 unread emails and declutter these.

11

Filter your emails to find document attachment to declutter.

12

Declutter 25 emails today.

13

Declutter Reminder emails.

14

Declutter outdated promotional sales.

15

Declutter outdated meeting invites.

16

Declutter system updates.

Congratulations on reducing the emails in your inbox!

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Tips to help declutter emails:

- Select unwanted emails and delete in bulk.
- Using the filter setting to search by company or name makes finding emails to delete much easier.
- Using filter advance settings to declutter by size emails such as videos, pictures, documents.
- Unread emails older than 4 months can be deleted.
- Keeping only the latest update on a loyalty card point balance.
- For information emails, ask yourself how hard would it be to find the information again.
- Read and reply to emails right away.

By asking these questions, you can determine which emails are worth keeping, ones you can let go of.:

1. Have I read this email already?
2. Do I need to respond to this email?
3. Does this email require any action on my part?
4. Is the information in this email still relevant to me?
5. Can I archive this email for future reference?
6. Does this email contain any important attachments?
7. Is this email from a reliable source?
8. Does this email fit with my current priorities or goals?
9. Can I unsubscribe from this email list?

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