

# Productive to the Max

**P**roductivity

**P**erformance

**P**rofitability

## ***How Many Messages do you have in your Inbox?***

### **MaxTips! October 2005**

Have you really determined how many messages you have in your inbox? Unless you use it as a sorting tool and incorporate views, colors and filters, your inbox should be emptied at least twice daily. Say that you have 9000 e-mails in your inbox (That's the current record for our client base.). Pretend that your inbox is actually full of paper. Can you imagine coming into your office regularly and being confronted with 9000 pieces of paper? Can you even fathom how much mental and emotional energy is depleted?

1. Create a folder entitled "Archived e-mails."
2. Transfer all of those 9000 e-mails to that folder.
3. Heave a sigh of relief as you experience empty space for the first time in ages.
4. Create a proper e-mail system for keeping and filing your information.
  - o Create folders and subject categories for all your working files and contact information.
  - o Update your contact and e-mail address book.
  - o Get rid of all the old information that is no longer useful.
  - o Delete information that can easily be obtained elsewhere.
5. For all current information received, set up a regular time for sorting, deleting and transferring to the proper files. Determine whether you would like to keep some documents in another electronic format such as word. Vow that you will never leave the office at the end of the day without an empty inbox.
6. Set up regular "File dates" on your calendar to deal with the archived e-mails. Remember that you cannot do it all in one session. Plan many sessions of short duration and reward yourself after each one.

Congratulations! Once you have dealt with the old archived e-mail folder, you will have already trained yourself in a proper system for current e-mails. No more backlog! No more clutter! No more inability to access information instantly. People will not recognize the new you!!!