



# **Outlook Inbox Management**

Be super-productive in four simple steps!



DECLUTTER



**ORGANIZE** 



**EMAIL ROUTINE** 



SINGLE-TOUCH RULE



#### DECLUTTER YOUR INBOX

When you declutter your email inbox, you are able to see and focus on the most important emails. This helps to improve productivity because you are not wasting time sifting through unimportant emails.



### ORGANIZE YOUR INBOX

A well-organized inbox can help prevent users from missing important emails, as they are more likely to spot new messages quickly, and it helps them find and access the emails they need more easily.



## DEVELOP AN EMAIL ROUTINE

It can help to set aside specific times for checking and responding to email, which can allow people to better focus on other tasks when they are not dealing with email. Thus it helps people to use their time better.



## FOLLOW THE SINGLE-TOUCH RULE

Single-touch rule of email encourages either replying to it, delegating to someone else, flagging it, or deleting it. This improve productivity as it means that emails are dealt with quickly and efficiently, and they are not for reading again and again.