Inbox Management

Directions: Your email inbox is an opportunity to stay on top of tasks, to-dos, and other important information. How you manage your inbox will help improve its usefulness to you. This Tool is written with Microsoft Outlook in mind; however, they can apply to other email services too.

Inbox Zero

Goal: Keep your inbox consistently at or near empty (zero).

Action Steps: Regularly process emails, and once required actions from the email are taken, move it out of your inbox.

Example: I open an email requesting a new tool, I leave the email in my inbox and start to work on the new tool. I finish the tool, attach it to the reply and send it. I then move the email into the "Tools" folder.

Pros:	Cons:
- Easy to visualize how much is left. - Your inbox stays decluttered.	- Can be difficult to start. - Emails need to go somewhere else.

Flagged for More

Goal: Keep emails flagged while still working on them and unflag once completed.

Action Steps: After reading an email and additional work is needed, flag the email as a notification you need to do something. Unflag once completed.

Example: I open an email requesting a new tool, I flag the email and start to work on the new tool. I finish the tool, attach it to the reply and send it. I then unflag the email.

Pros:	Cons:
- Does not require folders. - Easy to start. - Fewest clicks.	- Your inbox can get cluttered. - Flags can get buried.

Folder Sort

Goal: Organize emails into the folder they apply

Action Steps: Create your folder set up then follow your methodology. (Option 1: To Do, Follow-Up, When Time. Option 2: Important, Urgent, Not Important or Urgent)

Example: I open an email requesting a new tool, I move the email to my "To Do" folder and start to work on the new tool. I finish the tool, attach it to the reply and send it. I then move the email into the "Completed" folder.

Pros:	Cons:
- Keep inbox empty for new emails. - Customizable to your style.	- Emails can get "hidden" in folders. - Some emails might fit multiple folders.

General Tips and Ticks

Inbox Rules: Inbox rules can filter emails before they reach your inbox like marking and email as important and moved into a folder.

Underscore_Order: If you want a folder to show higher than it does alphabetically, add an _underscore_ to the front of the name.

Email Signature: Be sure to update your email signature so people know who you are – both on a computer and on your phone.

Customizable Actions: Change your customize action to fit your management style.

Outlook App: The Outlook App is very useful for checking your @ksu.edu email. Be sure to download it!