



WHAT TYPE OF EMAIL IS IT?

WHAT DO I NEED TO DO WITH IT?



## ORGANISING



ACTION FOLDER



READING FOLDER



WAITING FOLDER



ARCHIVE



TRASH

## DISCIPLINES



TOP TO BOTTOM RULE

- DON'T CHERRY PICK
- AVOID AVOIDANCE



PROCESS IN BLOCKS

- MINIMISE EMAIL PROGRAM WHEN NOT PROCESSING
- TURN OFF EMAIL ALERTS AND AVOID MULTI-TASKING



TWO MINUTE RULE

- KEEPS YOU MOVING
- AVOID EMAIL TREASURE HUNTS



LIVE IN YOUR ACTION FOLDER

- SPEND TIME IN YOUR ACTION FOLDER EACH DAY
- TRIGGER THE HABIT WITH CALENDAR TIME BLOCKING

