

# INBOX Zero

bjoernb

# email inbox

2 questions to the audience:

# email inbox

## 2 questions to the audience:

- 1 how often do you check your email?

# email inbox

## 2 questions to the audience:






- 1 how often do you check your email?
- 2 how many emails are in your inbox right now?

# processing email

5 steps how to process email:

# processing email

## 5 steps how to process email:

- 1  delete/archive
- 2  delegate
- 3  reply
- 4  defer
- 5  do



## delete/archive

- ▶ all email that you do not have to work on
- ▶ for most emails there is no action required



## delegate

- ▶ all emails that somebody else has to work on
- ▶ forward that email, set a reminder if necessary





## reply

- ▶ everything that you can answer in a few sentences
- ▶ try not to be rude, but keep it short
- ▶ if it takes longer, defer the task of answering



# defer

- ▶ everything that needs to be done you won't do now



- ▶ transform your emails into actions, calendar dates, etc.
- ▶ liberate activities out of your inbox

# empty your inbox

## 4 steps to reach INBOX Zero

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- 1 check your email periodically (every 2 hours, twice a day)

# empty your inbox

## 4 steps to reach INBOX Zero

- 1 check your email periodically (every 2 hours, twice a day)
- 2 disable notifications for new emails

# empty your inbox

## 4 steps to reach INBOX Zero

- 1 check your email periodically (every 2 hours, twice a day)
- 2 disable notifications for new emails
- 3 process your email

# empty your inbox

## 4 steps to reach INBOX Zero

- 1 check your email periodically (every 2 hours, twice a day)
- 2 disable notifications for new emails
- 3 process your email
- 4 reach INBOX Zero and have time for important tasks



# Weblinks

- 1 Website of inbox zero
- 2 Google Tech Talk

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