

FREE GUIDE

YOUR VA

MASTER THE CRAFT  
OF INBOX  
PRODUCTIVITY

---

10 EMAIL HACKS THAT WILL  
CHANGE YOUR LIFE.

# MASTER THE CRAFT

## Emails Are Not Your #1 Priority

Emails are not your to-do - list! Focus, on your own list and if you have any urgent's come through in the morning, action accordingly. **The key is to dedicate blocks of time, to answer your emails, don't treat it as your #1 priority, treat it as one of your priorities.**

1



## Don't Be In DENIAL

Do you get those good-feel feelings when you empty your inbox? If you said yes, just remember the emails will keep on coming!

2



## Not All Emails Are Created Equal

Remember not every email you receive should be marked as urgent or important - some emails can wait (not urgent, but important), and others can be deleted or archived depending on whether they're junk or not.

3



4



## 01 EMAIL NOTIFICATIONS? TURN THEM OFF!

Did you know that in 2019 DMR - Business Statistics reported that the average worker receives **121 emails per day, that's roughly 44,000 emails a year.**

If you opened and read **121** emails in one day, that would significantly interrupt your day and affect your productivity.

A case study by Danwood Group found, on average, that it takes **1.5** minutes, to read and recover from each email. That's roughly **3** hours a day, **15** hours a week and **5,280** hours a year!

Now.. all you need to do is uncheck those '**Email Notifications.**'

## 02 YOU DON'T ALWAYS HAVE TO EMAIL..

Have you ever been pulled into a long email thread or have you received an essay (meaning email) from a client? We, know we have!

Emailing is not always the key to success.

Before, you find yourself typing the same sentence over and over again, review the email and evaluate.

If you think responding isn't time efficient, pick up the phone or speak to your colleague in person.

You will be surprised with what you can achieve through one conversation.



03

### ARE YOU A EMAIL BACKSEAT DRIVER?

No one likes a backseat driver, especially when it comes to emails.

Maybe your work colleague or client has CC'D you into an email to make you aware of a message.

Just because you're **aware** of the message, doesn't mean you need to respond! Leave that to the people in the **'to'** line.

Got it? Capeesh!

04

### IS FILE YOUR MIDDLE NAME? IT IS NOW!

There are two types of people in this world.. those that like to file and those that leave a hundred emails in their inbox at a time.. Now, which one are you?

If you are **that** person who leaves a hundred emails in their inbox at a time.. Then you need to follow the following four steps next time you receive an email:

1. Open the email
2. Create a folder for that client/task and create additional sub folders as you please (**DON'T GO OVERBOARD**)
3. Execute the action
4. File away

It's honestly as easy as that, you will save so much time filing as you go!



## 05 HACKED ANYONE!?

Now this is a basic one for all you people out there.. Never send personal information through email.

Now what do I mean by personal information, well:

1. Passwords
2. Credit card details
3. Bank Account details

Essentially anything you wouldn't want broadcasted around the office.

If you need to send private details online, password protect your documents or use SMS or Skype, where you can delete the information after.

## 06 EMAIL URGENT, RESPOND NOW!

We get it, every email in your **INBOX** seems urgent, just like your to do list..

However, from first hand experience, we know this isn't true!

Just like your to do list, you need to priotise your emails.

**Number 1.** If an email is urgent, respond!

**Number 2.** If the response to an email is going to be quick, respond straight away!

Completing the above tasks, decreases clutter in your in-box.

It allows you to quickly get on with your next task, without thinking about what you're going to respond with.



## 07

### WHO AIMS FOR INBOX ZERO IN THE EVENINGS?

I'm not sure if I'm the only one.. but I absolutely love being **INBOX ZERO** in the evenings when I'm wrapping up my day from work.

Now you may wonder, how I do this? By following my step by step method, you can achieve ultimate **INBOX ZERO** satisfaction:

1. Read & Delete messages that don't require a response for example EDMS.
2. Respond to those emails that require short & quick answers.
3. Any emails that can wait, flag them by utilising a traffic light system i.e. Red (respond in the morning), yellow (respond in the next 2 days) and green (respond within 7 days).

## 08

### SET UP FOLLOW UP REMINDERS!

By now you should be an email whizz! However, let's face it, just because you are, doesn't mean everyone else is.

We are now at email hack 8.. Which is all about the recipient of the email vs the sender.

Have you sent an email to a client or a work colleague and received no response?

Maybe it got lost in their Inbox? Or maybe they haven't had time to reply? Or just maybe, they have ignored your response?

If either one of the above are the case, set yourself a follow up reminder via Trello or via your Inbox calendar **(they cannot get away with it, this time).**



## 09 UH S\*\*\*\* I WASN'T SUPPOSED TO SEND THAT!

We all have those Uh S\*\*\* moments in life! And many of those, have been involved with email at least once.

Maybe, you sent an angry email to a work employee about a client or just maybe, you sent your email without proofreading it. Whether it be **MINOR** or **MAJOR** you can now take advantage of Gmail's best feature "**Undo Send.**"

Next time you have that Uh S\*\*\* moment, just remember that you can recall your email via Gmail within 30 seconds.

## 10 UH.. THE FINAL HACK!

Junk and more Junk, it's time to clear it out!

Set a timer for 10 minutes and sort your inbox by sender or subject.

Then start mass deleting any emails you know you don't need, like notifications from social media accounts, reminders from past events, confirmations for deliveries you've already received, newsletters you've already read (or will never read), and emails that are no longer relevant!

This won't only de-clutter your inbox, but it will free up plenty of extra storage in your in-box. Thank goodness for that!

**IF YOU LOVE THE  
IDEAS IN THIS GUIDE  
BUT YOU'RE JUST TOO  
BUSY TO DO THEM**

**WE CAN HELP!**

**BOOK A DISCOVERY  
CALL TODAY**

**OR CHECK OUT OUR  
INBOX CLEANUP**



## MORE TIPS?

CHECK OUT OUR ARTICLES ON:

- ☐ [THE BEST GMAIL ADD-ONS AND EXTENSIONS](#)
- ☐ [HOW TO ORGANISE GMAIL TO SAVE YOU TIME](#)

