

5 TIPS TO KEEP YOUR INBOX UNDER CONTROL



Summary: Our inboxes can get out of control quickly. By following some easy tips we can change how our inbox operates and make it fun at the same time.

I'm sure we all struggle with keeping our inboxes under control. Email has become the primary form of communication for everyone. Here are some tips to help you stay on top of your email before it gets overwhelming.

1. Use your email as a way to organize your to-do list. Some people keep a pad of paper and a pen next to their bed to jot down any ideas or last minute reminders before going to bed, but that list can be forgotten or lost. If you email yourself that list then you will have it ready to go the next day.
2. Check your email first thing in the morning. This will allow you to determine priorities for the day. Of course you will have to set more time aside to check your inbox throughout the day, but knowing what is expected of you at the beginning of your day will give you a head start.
3. Reply to emails as soon as you can. If an email only requires a quick response, then do it right as you are reading it. If the email will require a little more time to reply to, then reply that you have seen the email and will respond shortly. The executive chairman of [Google](#), Eric Schmidt recommends doing this because then you will be regarded as someone that is reliable and responds promptly.



[caption id="attachment_22616" align="alignnone" width="200"] Eric Schmidt[/caption]

4. Make deleting emails fun. Randi Zuckerberg, a former [Facebook](#) executive and media company founder suggests throwing a little party with everyone at the office as you clear your inbox. Play some fun tunes, eat good food and bond with your colleagues while deleting those pesky emails. A little warning though – if you are going to consume alcohol during the party then save any emails that will be sent as drafts first so you can reread them in the morning when your mind is a little more clear.



[caption id="attachment_22617" align="alignnone" width="240"] Randi Zuckerberg[/caption]

5. Keep some time each day to be email free. It has been reported that President Barack Obama takes three different times a day away from emails during his morning workout, dinner with his daughters and then at the end of the day when his family is asleep.



[caption id="attachment_22618" align="alignnone" width="221"]

Barack Obama[/caption]

Everyone has different ways to successfully manage their inbox. What are some of yours? Share your tips in the comments below the article.

Top photo from every7days.com

Schmidt photo from wikipedia.org

Zuckerberg photo from orangeconnection.org

Obama photo from barackobama.net

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