



Koss Virtual Assistant
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SIX EASY WAYS TO CLEAN YOUR EMAIL INBOX

by Wendy Koss

MAKE FOLDERS

It is important to have folders to put any emails you need to keep for referencing later. I also recommend having a To-Do folder so emails that require attention won't get lost.

GO THROUGH ALL CURRENT EMAILS

Make a decision. Either delete the email or put it in a folder. If you don't need the email for some reason why let it clutter your inbox?

MAKE RULES AND FILTERS

Add rules so all future emails will go into certain folders. This means you don't have to take the time to move them yourself. This is a great time saver! You can filter emails too. Setting an email as High Priority will help it stand out so you don't forget about it.

BLOCK OR UNSUBSCRIBE

If there are emails you are getting and you delete them without reading them, it's probably a good idea to unsubscribe. That will reduce you the number of emails you receive. Don't be afraid to block a sender if needed.

RESPOND IMMEDIATELY

Don't wait until you have dozens of emails to reply to. As soon as you get an email, respond or put it in your To-Do folder for later. Make sure you schedule time in your day to go back and tackle your To-Do emails!

DELETE AND FILE DAILY

In order to keep your email inbox clean going forward, you will have to make sure you delete or file emails everyday! If not, your email inbox will get out of control again, and we don't want that!