

INBOX ZERO

The concept of managing your email inbox in a way that all messages have been either dealt with, deleted, or archived so that your inbox has no unread or unresolved messages. The idea is to keep your inbox organized, clutter-free, and under control so that you can focus on other important tasks without being distracted by a messy email inbox.

To achieve inbox zero, you should take the following steps:

Set aside a specific time each day to go through your inbox and process emails.

Sort your emails into different categories, such as "urgent," "important," "to be read later," and "spam."

Delete or archive any unnecessary emails.

Respond to any urgent or important emails as soon as possible.

If an email requires further action, create a to-do list or schedule a reminder to deal with it later.

Set up filters to automatically sort incoming emails into the appropriate categories.

Create a rule to delete newsletters or promotional emails that you don't read or need.

