

GET FOLDER HAPPY

Create folders to file away emails - make sure the folder names are descriptive or action-based. Something as simple as a "Pending" folder helps to prioritise work as well as keeping your main inbox clear.



FILE AWAY

3 steps to handling email traffic:
Read>Respond>File

Try not to keep emails in your main inbox, it creates clutter and can become overwhelming. Moving to relevant folders helps you to stay organised and remain focused.



AND THE CATEGORY IS...

If you use Outlook, utilising the category function can help to sort your emails and calendar invites. You can name and colour-code them accordingly to stay organised.



Guide to Managing a Busy Inbox

SHARE ACCESS

Giving your teammates access to your inbox can help to share the workload. They'll be able to check your emails if you're on holiday and it promotes a culture of trust and transparency.



BECOMING ONE

If you haven't started using OneNote or OneDrive yet, you're missing out. They are great platforms for cloud storage and you can send emails directly to them, meaning you can access emails on the go and if you're offline.



RAISE THE FLAG

Take advantage of the feature to flag or star emails that need urgent action. The flags will give you a visual aid to highlight anything that needs to be prioritised, it's simple and effective.

