

Is your Inbox Taking over?

In a **pickle**



E-mail is a major drain on your valuable time every day, whether you realise it or not.

Marsha Egan, author of [Inbox Detox](#), says that it takes an individual four minutes, on average, to recover from an attention interruption. That means that every time you shift your attention to that little yellow envelope in the bottom corner of your screen it takes four more minutes to re-focus and get back into the groove!

“You don’t need to ‘do e-mail’; you need to do work.”

Here are some hints and tips we have found useful whilst trying to beat our bulging inboxes:

- Create subfolders and archive old e-mails, not only cleaning up your inbox and meaning those historical e-mails are just a well organised click away
- Use the ‘flag e-mails’ tool as a reminder to take action
- Delete unnecessary e-mails – don’t just leave them languishing in your inbox if they aren’t needed
- Try colour coding by sender and organising using rules
- Create rules for ‘junk mail’ to save you endlessly dragging and dropping
- Regularly delete your junk and deleted folders

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