Become an Email Hero: Methods for Achieving Inbox Zero!

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As of 2016, there are 2.6 billion email users in the world...

...who exchange 215 billion emails per day.
Inbox Zero

Although your time and attention are finite, the demands on your time and attention are infinite.

Merlin Mann

image: @hotdogsladies via Twitter (Merlin Mann)
Problem

Sounds simple...

Uh-oh!

AAAAAAGH!
Rules

1. Is this email relevant?
   - yes: [Actions]
   - no: [Actions]

2. Can I solve the issue?
   - yes: [Actions]
   - no: [Actions]

3. Will it take less than five minutes?
   - yes: [Actions]
   - no: [Actions]
Tools

Fostering Consistency: Make it Easy

- Folders, Tags, Labels, and Categories
- Inbox Rules
- Apps
- Low-Tech Options
Time

Image: illustration by Alex Eben Meyer for article at http://www.slate.com/articles/technology/technology/2015/02/email_overload_building_my_own_email_app_to_reach_inbox_zero.html
Find resources and class slides at

http://www.milibrary.org/research/guides