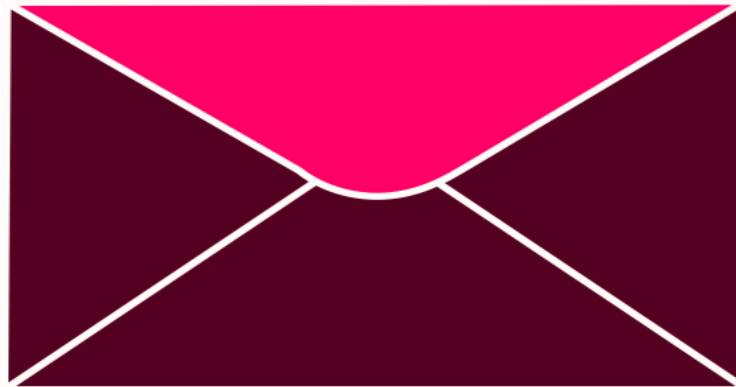


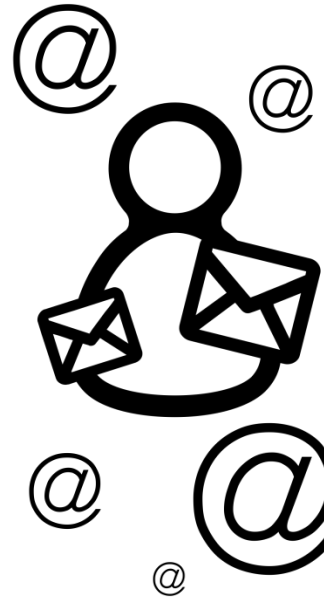
Become an Email Hero: Methods for Achieving Inbox Zero!



Heather Terrell, Public Services Librarian

Email

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



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...who exchange 215 billion emails per day.

Inbox Zero

Getting Things Done
the art of stress-free
productivity

from the New York Times bestselling author

David Allen

A brand new
edition for
2015 ✓



Balcony 2B
650.1 A419 (2001);
2015 edition in transit

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...

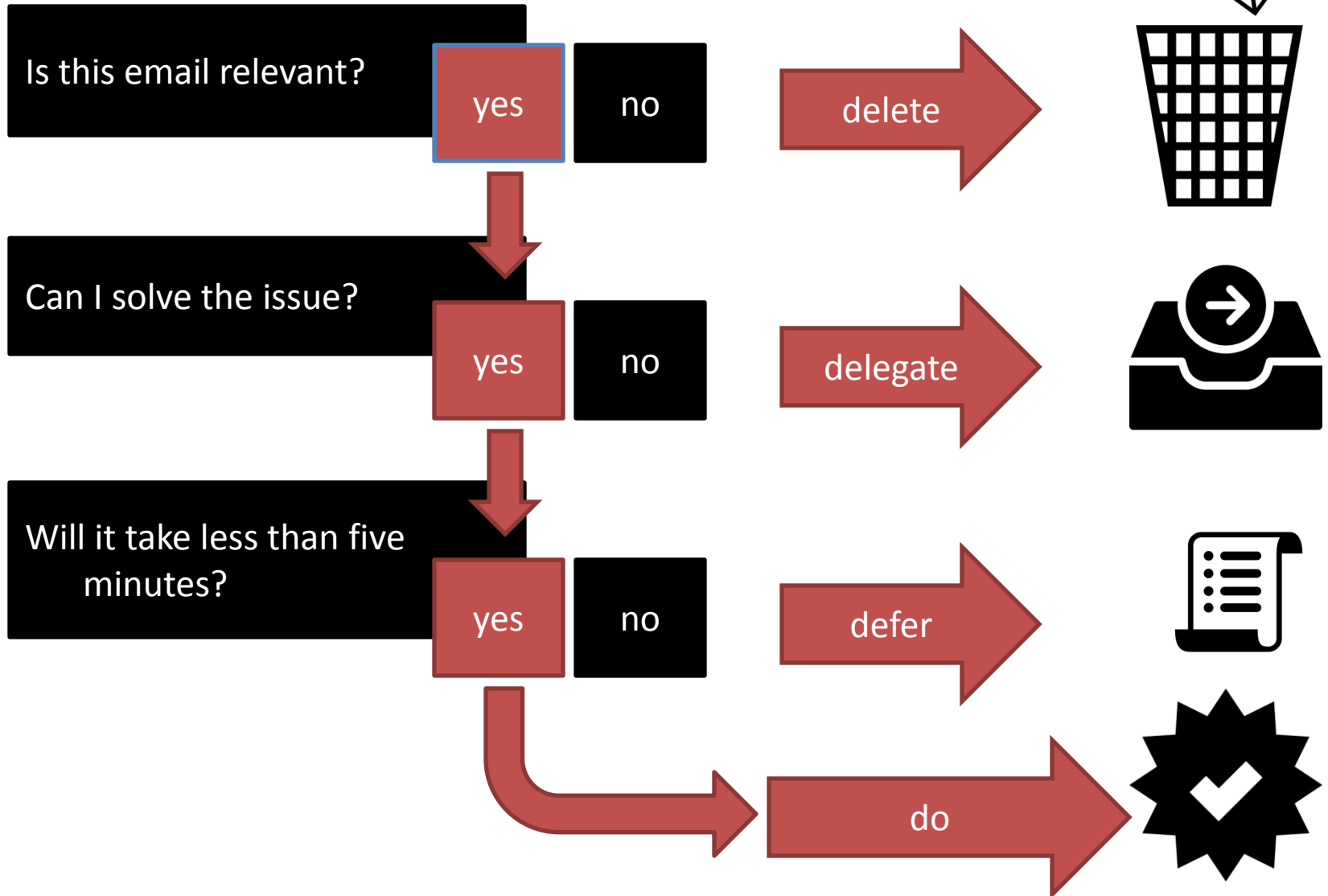


Uh-oh!



AAAAAAGH!

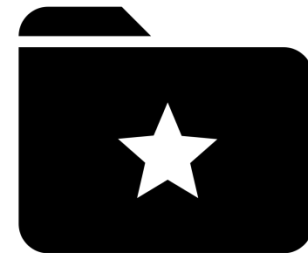
Rules



Tools

Fostering Consistency: Make it Easy

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

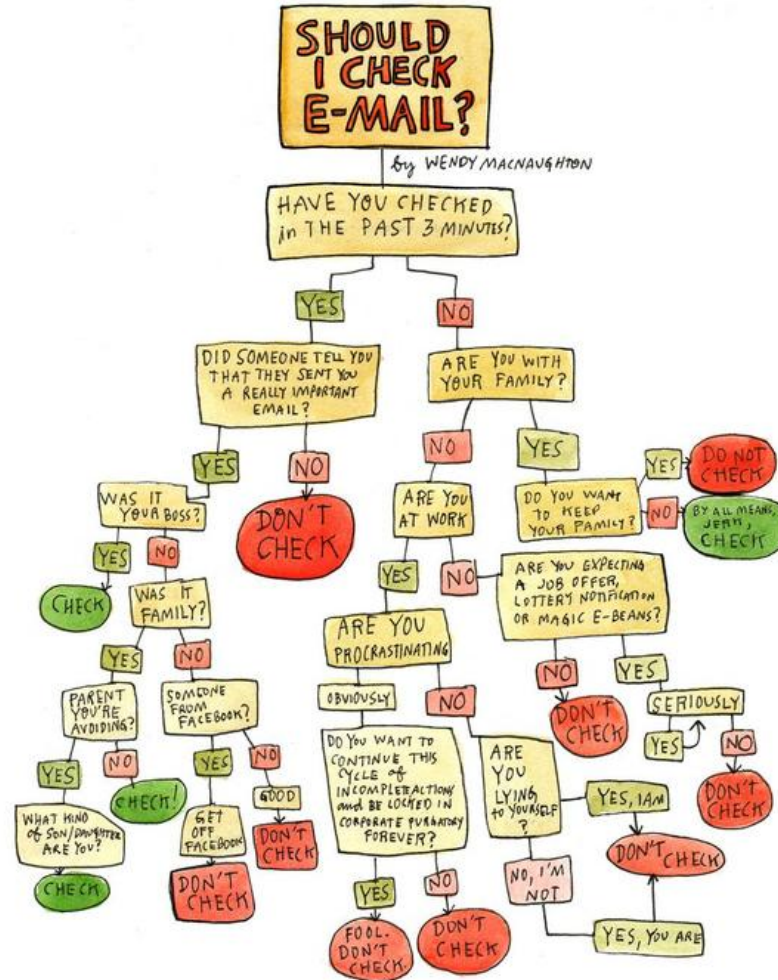


Time



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

Attention



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