

Happy Clean Out Your Inbox Week!

ARE YOU DROWNING IN EMAIL CLUTTER?



In 2010, there were over

294 billion
EMAILS SENT EVERY DAY¹

Up almost

50
billion

from 2009¹

More than

50%

of users have over

100



emails in
their inbox.

About

10%

have upwards of

2000



⁵

There were

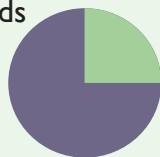
531 million

wireless email users in 2011²

The average corporate
employee spends

25%

of their day on email²



The average office
worker visits their

inbox
50 times
per day⁴

Roughly
19%



1 out of 3



people would rather
clean their toilet than
their inbox³

1. Royal Pingdom, 2. The Radicati Group, 3. Yahoo!,
4. Deloitte, 5. Cutter Consortium

5 WAYS TO DETOX YOUR INBOX THIS WEEK

Decide that a cluttered inbox is a productivity killer

Why look at a messy inbox every day?

Do, delete, delegate, or defer, but get emails out of your inbox.

Shift the way you view your inbox

Why use it as a haphazard to-do list?

Instead, view your inbox as an efficient delivery tool.

Differentiate between working on and sorting email

Why handle newly arrived messages with top priority?

Go through your inbox quickly to sort emails according to their proper priority.

Set reminders

Why search an overflowing inbox to decide what to work next?

Triage your email and set reminders for the right time to work it.

Start at the top, work your way down

Why scroll to find messages to "work" on?

Instead, start at the top and go to the next only when the first message is out of the inbox.

From Founder and
Workplace Productivity Expert

Marsha Egan

© 2012 Marsha Egan

For more info, visit www.InboxDetox.com