



Strategic Consulting

HOW TO USE YOUR CORE EMAIL INBOX FOLDERS

Use your five core inbox folders as temporary holding places to manage emails until they can be completed. During your daily one-hour review emails time, **move emails from your inbox to the appropriate folder AND use your calendar to ensure timely follow-up to the emails.** After follow-up is completed, archive or delete the emails according to your personal or office policy. **Tip:** Most email systems allow you to flag an email as a task with a due date and time, which can also place the task on your calendar for follow-up.

 **Do It:** Move emails here when responding or completing the request will take more than two minutes. For recurring tasks, create subfolders such as Assign Work, Schedule Events, or Review Documents, and block time on your calendar to complete those tasks in batches. For emails that are moved to the main Do It folder, estimate the time needed to complete the work, schedule it on your calendar, and complete as scheduled. Once completed, archive or delete the email according to policy.

 **Delegated It:** Move emails here when responsibility for the task has been assigned to someone else. Use two subfolders: By Me and By Someone Else. For items delegated by you, set a follow-up date, add it to your calendar, and follow up as scheduled. For items delegated by someone else, move the email only if you need to confirm completion; otherwise, delete it. Review this folder regularly, such as every other day, and archive or delete completed items according to policy.

 **Future Event:** Move emails here when they relate to a scheduled event, appointment, purchase, delivery, or other future activity. Add the event or expected delivery date to your calendar. Once the event or delivery is completed, archive or delete the email according to policy.

 **Interesting Article:** Move non-urgent articles, newsletters, or resources here when you want to read them later. Schedule reading time when it fits your routine, such as during a break, breakfast, or lunch. **Tip:** Read Aloud features can help. If you have not read an item within 30 days, delete it.

 **Decide Later:** Move emails here when you need additional time to evaluate the information or determine next steps; such as, if you will attend a conference. For each email, assign a decision date and time, schedule it on your calendar, and decide at that time. After deciding, move the email to the appropriate folder, archive it, or delete it.

LPB Strategic Consulting

Strategic Solutions for Stronger Legal Operations

954-871-0882

