

TASKLY HANDS

Making Business Growth Effortless

Inbox Triage Checklist: for flooded inboxes

Reclaim your email. Stay sharp. Take action.

The Game Plan

1. **Triage email 2–3 times a day:** Spend about 20-25 minutes per session.
2. **Work top to bottom:** Touch each email once.
3. **Use clear decisions:** Aim for Inbox Zero.

Folders & Labels (One-Time Setup)

1. **@Action:** Important, but if it needs more than 2 minutes, make a task/calendar entry, then file it here. Flag/star the high-priority emails.
2. **@Waiting For:** You've delegated it. Keep track of updates.
3. **@Read Later:** For newsletters and promotions that are interesting but not essential. It's high-quality reading, i.e, on commute, lunch, though be selective.
4. **Archive:** For information only emails and for record keeping.
5. **Clients / Projects:**
 - Use VIP labels for key senders.

Daily Triage — 5 Decisions

1. **Delete:** Junk or irrelevant emails, remove them.
2. **Delegate:** Forward to the right person, file to **@Waiting For**, and move on.
3. **Respond:** If it takes less than 2 minutes, do it now and then **Archive**.
4. **Defer:** If it's a longer task, create a task and move it to **@Action**.
5. **Do:** Given context or urgency, if possible, complete it now and archive.

Weekly Review (30–45 minutes)

1. Unsubscribe from low value senders.
2. Bulk archive handled threads.
3. Adjust filters, labels, and VIP rules to match changes.

Need Help?

[Book a 15-minute consult](#) to install filters, folders, and simple reporting in one week. Let me handle these tasks and more, giving you freedom to be in your zone of genius.

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