



STREAMLINE YOUR INBOX & BOOST PRODUCTIVITY



Created by Abby Waters | www.ask-abigail.co.uk



Do you have an overwhelming amount of emails in your inbox and are struggling to know where to begin each day?

Are you inundated with spam emails or newsletters that you don't need?

Do you get easily distracted and procrastinate over your emails, checking more often than necessary?

If that sounds familiar then Ask Abigail is here to help you rethink your relationship with your inbox!

My name is Abby and I am the owner of Ask Abigail Virtual Assistant Services. Enjoy my free guide on how to streamline your inbox and boost productivity in your business, with five ways to create a stress free inbox.

Abby Waters

FIVE WAYS TO CREATE A STRESS FREE INBOX

1. UNSUBSCRIBE TO NEWSLETTERS

Be proactive and declutter your inbox by unsubscribing to unwanted newsletters that you never open, or that no longer provide value to your business.

Simply click on the built-in 'unsubscribe' button at the bottom of each email and you will have a clutter free inbox in no time! By having a regular purge you can streamline your inbox and spend more time focusing on those emails that really need your attention.

2. INBOX ZERO

Inbox Zero is the art of having ZERO emails in your inbox at the end of the day which have been left unactioned. Sounds like a dream! By following one of these actions every time you receive an email this can become a reality:

- DELETE

Delete unnecessary emails, unsubscribe to newsletters or archive old email threads

- DELEGATE

If you are not the appropriate person to respond to the email, forward it to the person who is

- RESPOND

If the email takes less than 5 minutes to respond to then DO IT! Don't put something off until later when you can do it easily now

- DEFER

If you need extra time to consider your response, to do some research or if it isn't a priority then move the email to a 'respond' folder. Send a quick email to let the sender know you are working on it and will be back in touch. It is KEY to move it from the inbox

- DO

You should now have an inbox full of priorities and emails which require immediate action

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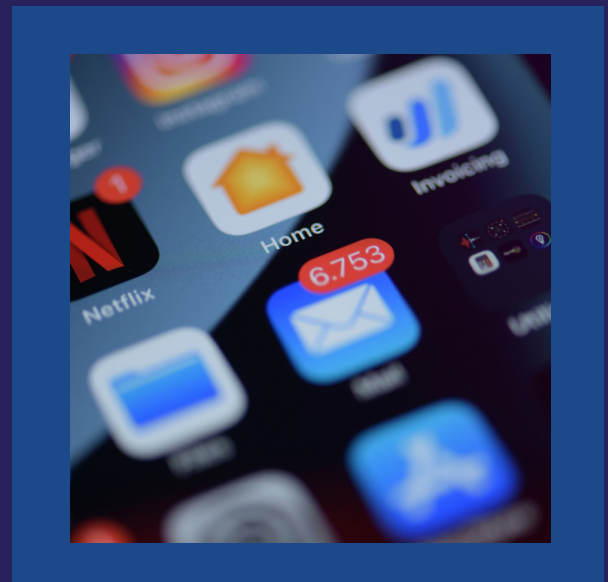
3. CREATE FOLDERS

Save yourself valuable time searching through your inbox to locate an email by creating folders specific to your projects, clients and topics. Create folder names which make sense to you, adding sub-folders where required.

There are also some email management systems which allow you to colour code your emails to identify the importance of each one.

4. TURN OFF NOTIFICATIONS

One of the biggest productivity killers are notifications! Whether that be on your phone or computer the 'ping' can immediately distract your attention and divert you off track. Switching these notifications off allows you to check your emails only when you are in a position to respond.



5. SCHEDULE TIME TO CHECK EMAILS

Rather than constantly checking your inbox schedule dedicated blocks of time throughout the day where you review and respond to emails. Try time blocking the first hour of the day to check and reply to important emails, and then finish the last hour of the day by replying to any emails that were sent throughout the day. Don't let the inbox rule your day!

NOT ENOUGH TIME?



Ask Abigail Virtual Assistant Services can help!

The average professional spends approximately 2 hours a day checking their inbox. Get that time back to focus on more important tasks with Ask Abigail taking on that email declutter and daily inbox management

Along with email management I offer services in general administration, travel concierge and lifestyle management. Get in touch for a free no-obligation chat to see how I can help you and your business

Phone: 07725 315661

Email: hello@ask-abigail.co.uk

www.ask-abigail.co.uk