

Title:

How To Organize Your Inbox

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595

Summary:

As we all know our inboxes have turned into modern day filing systems ~ and just like in the ~

Think of the benefits an organized, logical filing system would mean for you: referencing to e

Keywords:

Inbox, organize, email, list, management, method, folders, subfolders, organise

Article Body:

As we all know our inboxes have turned into modern day filing systems ~ and just like in the ~

Think of the benefits an organized, logical filing system would mean for you: referencing to e

Now that you're eager to change your unorganized inboxes, here are some tips to help you on yo

Inbox: Your Inbox should be just that ~ an inbox, not a permanent storage folder by any means.

This is a great way to keep organized and an easy reference to see what you have to do.

How to use it: When you receive an email for an ongoing or upcoming task, create a folder in y

This method will allow you to have an easy visual reference for work that has to be done, and

Subfolders: Don't be afraid to use subfolders, even subfolders in subfolders. Putting items in

How to use: For example ~ You may have a number of clients and a couple of different companies

Having a place to put messages as they come in is a key to staying on top of your tasks and me

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