



## SETTING YOURSELF FREE FROM YOUR INBOX

- Have you set yourself a “zero inbox” goal?
- Is it stressing you out?
- Time to get real and put some solid strategies to the test, finding your perfect productivity process for peace of mind!

### SPECIFY TIMES IN YOUR WORK DAY FOR CHECKING EMAILS

- Choose two times a day:  
Half an hour at 12pm and again at 4pm.
- Productivity studies suggest you are better off beginning your day with a project or a pressing to-do item rather than getting stuck in your emails.
- Turn off all email notifications!
- In fact, we recommend turning off all notifications on every device you have – do you really need to be bothered all the time with that small stuff?



## CHECKING EMAILS? CHOOSE ONE OF THESE THREE OPTIONS ONLY

### 1- CAN I ACTION THIS EMAIL IN LESS THAN THREE MINUTES? (YES/NO)

- Yes? Action immediately and delete or move to a folder. Setting up folders for organising your emails is easy and allows you to organise and find them quickly.
- No? Schedule this email to the time in your weekly calendar for actioning emails. (See p.2)

### 2- MORE THAN THREE MINUTES TO ACTION IT? SCHEDULE IT!

- Using a web based email system like Outlook? We recommend you have your inbox and your calendar open concurrently, making it easy to drag and drop this email into your scheduled time for actioning emails.

### 3- DOES THIS EMAIL REQUIRE ACTION AT ALL? DELETE IT!

- Simply delete immediately and move on.
- You may feel a sense of obligation being triggered here but be firm with yourself.
- Ask yourself:  
Will this email make me healthier, wealthier or wiser?  
Will it make me a better person and further my personal and professional growth?  
No? Then bin it and move on.

## HOW TO SCHEDULE EMAILS REQUIRING ACTION



### FIRSTLY, BREAK UP EMAILS REQUIRING ACTION INTO TWO GROUPS:

- 1- Emails needing a bright brain** and sharp focus for decision making and emails with deadlines.
- 2- Reading/FYI type emails** whose information is important to be across, but not vital or time dependent.

#### 1- Bright Brain

- Set aside a block or two of time in your weekly calendar where you know you will be at your sharp and productive best and/or a time that satisfies the deadline included in the email.
- Always assess the deadline to determine if its sense of urgency is yours or theirs, real or imagined and treat accordingly.

#### 2- FYI Friday Afternoons

- Your brain will have had enough for the week by 3pm Friday so this is the time for gentle reading and learning, instead of creating and focusing.
- You can knock off once you finish this task too, providing mighty fine inspiration for being ruthless with choosing what you really want to read and deleting the rest with ease.



Don't be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a week's value out of a year while another man gets a full year's value out of a week.

- Charles Richards



Once you have mastered time, you will understand how true it is that most people overestimate what they can accomplish in a year – and underestimate what they can achieve in a decade!

- Anthony Robbins



## OPERATING A SUCCESSFUL AND ORGANISED INBOX AND CALENDAR

### KNOW YOUR MOST PRODUCTIVE TIMES

- Everyone is different.

Some folks roll out of bed, scoff a bowl of cereal standing up, make a cup of tea and walk it to their office and get started. Others couldn't think of working before exercising or showering. And still others advocate a 4.30am wake up call to meditation and journaling before kicking their goals for the day.

**Whatever it is that switches your brain on and gets you focused, sharp and ready for action - do it!**

- And also know when this energy ebbs in your day and plan less demanding work for then.

**Always productive, just in different ways.**

The focused energy often returns later in the day. Know what time this usually is for you and make sure you have tasks ready to go.

### PUT YOUR UNCONSCIOUS MIND TO WORK FOR YOU

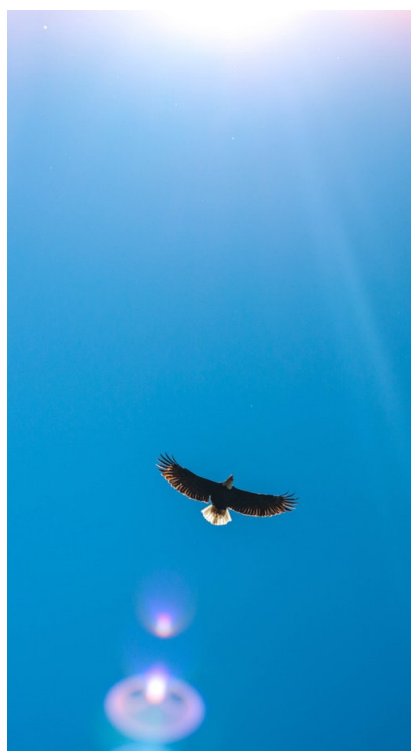
- By knock off time Friday (and make this time reasonable folks!) your next week will be blocked and planned, allowing your unconscious mind to go to work, gently sorting, filing and creating solutions that will surprise you next week. **This allows your conscious mind to fully rest over your weekend.**
- This is a vital time saver and health benefit. I cannot describe how good it feels to have (at the very least!) Monday planned.

### ALLOW 15 MINUTES BETWEEN BLOCKS IN YOUR CALENDAR

- **You are a Human Being and Life does have its own plan for you**, so allow for stuff to unexpectedly happen in your day or things to not go quite according to plan sometimes.
- Give yourself the time, the permission and the space for Life to flow in and around your schedule.

### REMEMBER PERSONAL ITEMS BELONG ON YOUR CALENDAR TOO

- Personal items like exercise, children's reading group or the office table tennis championship take time and belong in your calendar.
- Leaving empty spaces for such things could see you (or someone else) filling that space with something else. **Make time, block time, for you.**



### BE FLEXIBLE!

- Just like financial budgets and other goal setting, organising your emails and operating a calendar successfully is like the prince searching for Cinderella; the glass slipper (you) is not going to fit on any old foot (various time management and productivity strategies).
- Find one or a combination of many that fits you perfectly.

**This usually requires a bit of trial and error and that's ok.** You'll get there if you keep going.

Remember, today is a gift. - Rachel Carroll