

The Directors guide to managing your inbox

How long do you spend in your inbox every day?

And **how often** do you **spend nights or weekends** trying to sort through the seemingly never-ending number of unread emails in your inbox?

There are over **319 billion emails** sent and received around the world **every day**, and this number is only **set to increase**.



The Directors and business leaders that we speak to have had common experiences when it comes to their email headaches.

Have you ever been in any of these situations?



"This isn't what we agreed"
"When did you tell us this?"
"John's left, so I'm coming in a bit cold to this"
"You never sent us that"
"I need XYZ quickly before our meeting"
"Did we ever send that?"
"Forward me the email"

What if we told you you never need to worry about these again?
Here is your ultimate guide to taking control of your inbox:

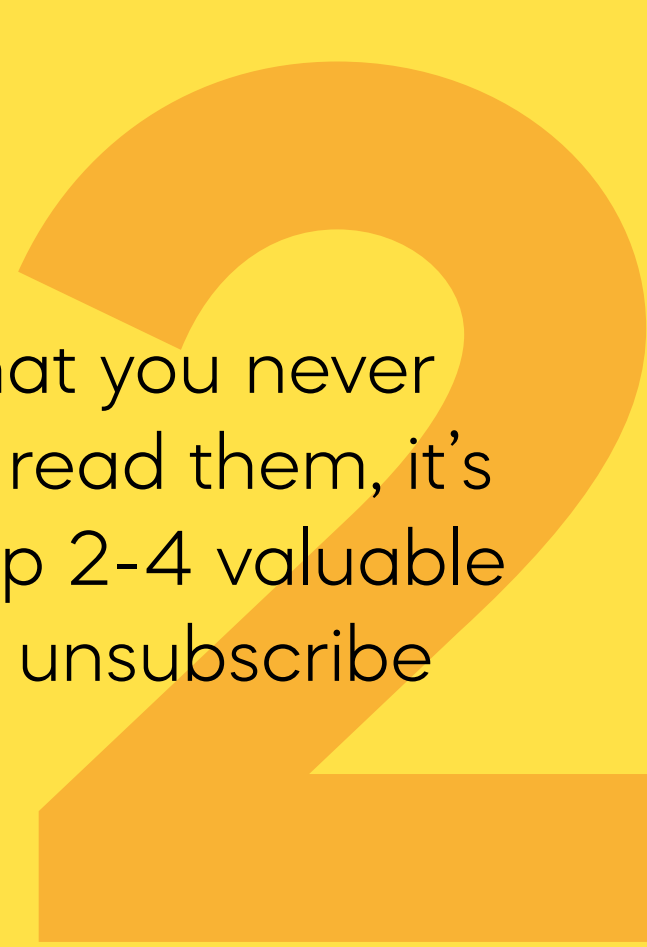
Delete what you don't need

Do you have emails from 2019 still clogging your inbox? It's time to get rid of them. File all emails in your inbox that are business critical and delete everything else. Use your email as a to do list and only keep what you absolutely need to refer to or action.



Unsubscribe from spam

How many newsletters are you signed up to that you never get the chance to read? If you're not going to read them, it's time to get rid of them. It's always good to keep 2-4 valuable subscriptions where you enjoy the content but unsubscribe from the rest.



File, file, file!

File all your important correspondence, and put policies in place for your staff to do the same. When everyone is filing emails away in a common location, your inboxes can become like a to-do list. You'll be able to find all your emails quickly and can be confident that your business-critical documents and correspondence are there when you need them.



Stop being copied in unnecessarily

Are your staff copying you in on emails unnecessarily? This can create an extra hundred emails a week that are in your inbox when they don't need to be. Maybe you requested to be on these threads, so you know that something has been actioned, but it's creating clutter. Instead, if your team are filing correctly, you can search for this information quickly and keep it out of your inbox.

Use notifications to your advantage!

Did you know that every time your attention is taken away from your work, it takes around 23 minutes to get that focus back? If you're someone who needs to check an email as soon as you get a notification through, consider turning off your email notifications for a few hours a day.



At Mail Manager, we are passionate about helping project based companies solve their email headaches. If you'd like to see how you can save time, mitigate risk and never lose an email again, contact our team today for a bespoke demo, or download a

30-DAY FREE TRIAL!

BOOK A DEMO

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