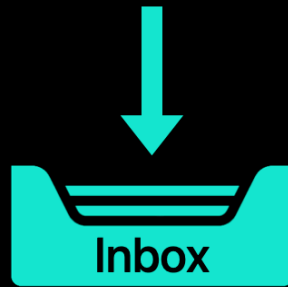


# INBOXZERO2



All emails come in here first

## WHAT IS IT?

Do I need to do anything with it?

No

Yes



Archive



Trash

Copy all the emails currently in your inbox and paste them in here. You will go through this folder as and when you have time deleting and filing



Old Inbox



Temporary project folders

Important, current projects can have their own temporary folders.

Reply

You work from this folder. This folder contains all the mails you need to do something with.

Action This Day

- Read later
- Send to project notes
- Schedule a meeting
- Discuss with a colleague

Forward

Waiting For

If you are waiting for a reply, drag a copy of your sent mail in here and check this folder every day