



Inbox Zero: Getting Out from Under the Email Avalanche

Three Steps to Email Efficiency

**Presented by Doug Crane
Director, Palm Beach County
Library System**



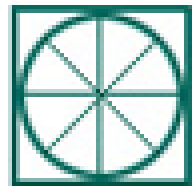
Survey



How Full is Your Inbox?



Handling Email



THE RADICATI GROUP, INC.
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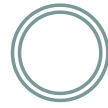
121 emails a day



Go For Broke?



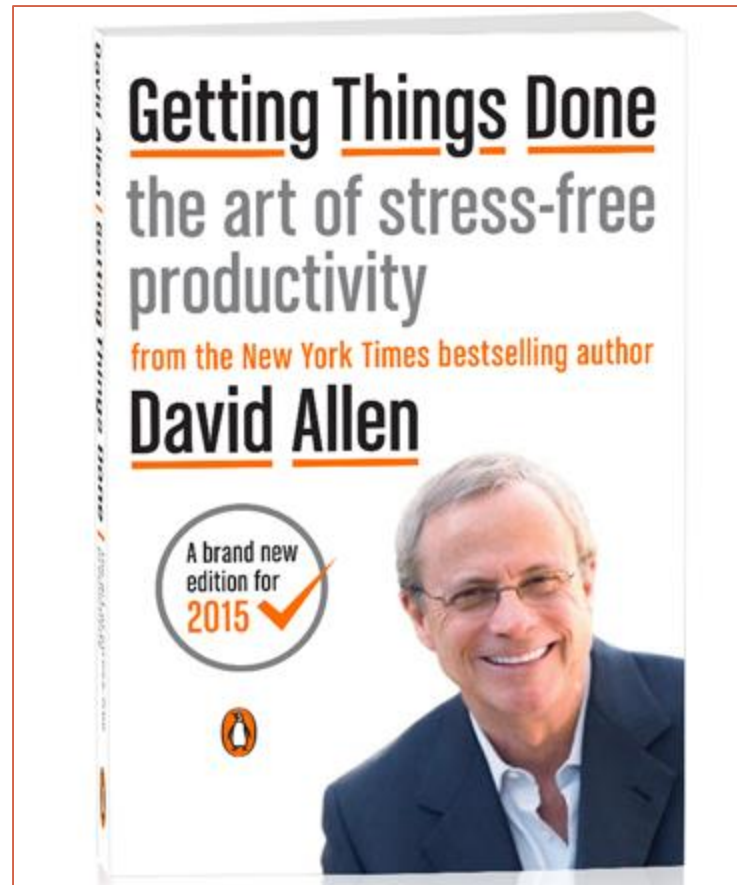
Three Steps to Email Efficiency



1. Your Inbox is for **IN ONLY!**
2. Empty it regularly
3. Store messages in functional folders



Book Recommendation

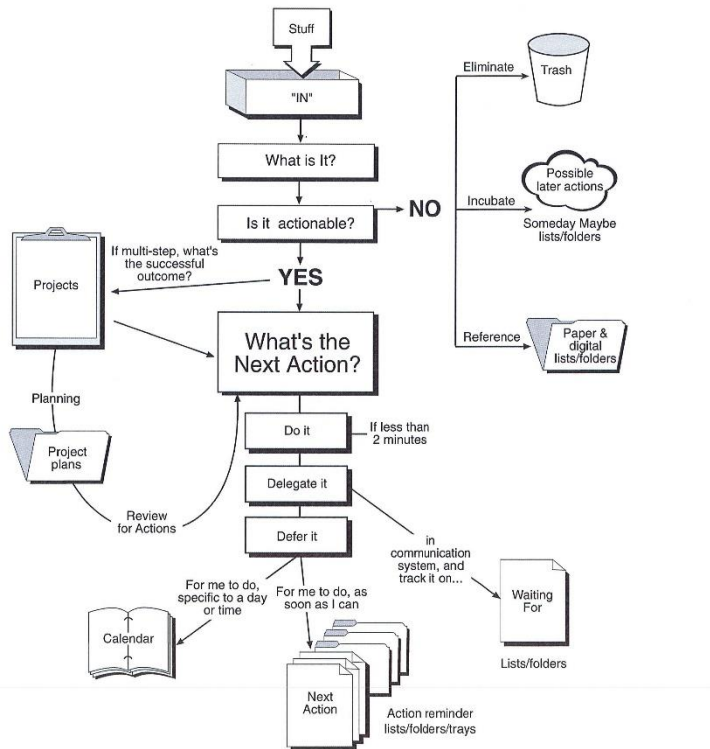


Note – I am not a GTD Certified Trainer

Workflow Diagram



Mastering Workflow | PROCESSING & ORGANIZING



GTD Workflow Diagram

https://gettingthingsdone.com/pdfs/tt_workflow_chart.pdf

Starts with the Inbox



For Every Item in Your Inbox ...



Start Here ↓



Two Big Questions



What is It?

Is it
Actionable?



No Actions



What is the Next Action?



Organize – Three Choices



To Do List

- 1.
- 2.
- 3.
- 4.
- 5.



Do It

Delegate It

Defer It

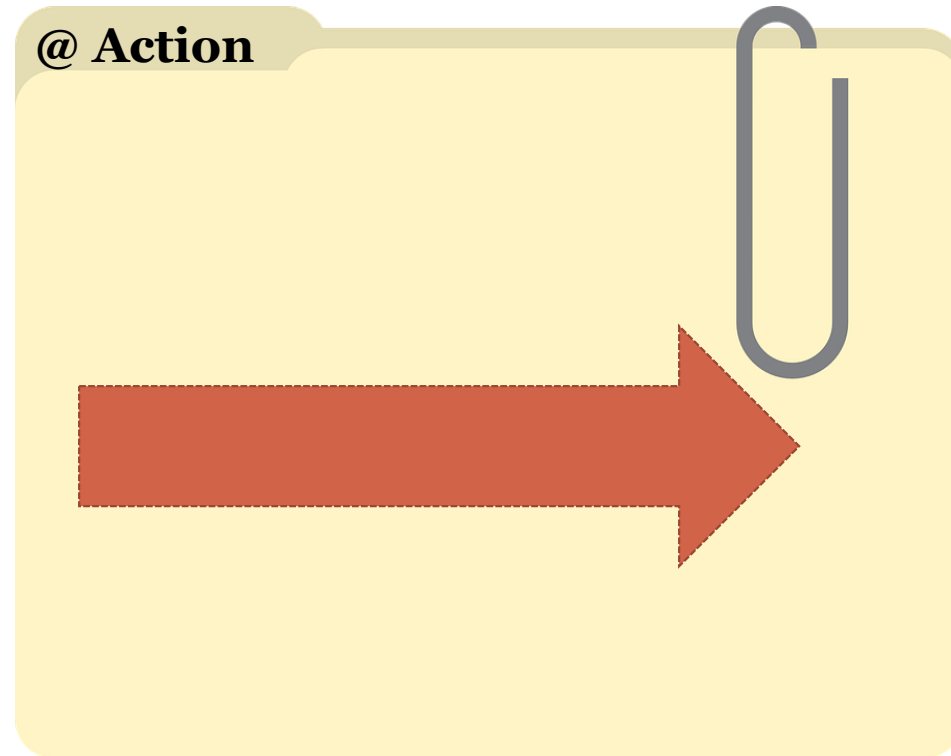
Only Five Things



1. Action
2. Waiting For
3. Someday/Maybe
4. Archive
5. Trash



Action Folder



What is the Next Action?

Waiting For



Someday Maybe



@Someday



Archive - Reference



@Archive



Go for One Folder!

Trash



The Empty Inbox



Create folders and sort away!

Empty Inbox Example



The screenshot displays an email client interface with the following components:

- Left Sidebar (Favorites):**
 - Inbox** (highlighted)
 - @ ACTION
 - @ WAITING
 - CraneD@pbclibrary.org**
 - Inbox
 - Drafts
 - Sent Items
 - Deleted Items [244]
 - Archive
 - Junk E-mail
 - Library Director -SERVER**
 - @ ACTION
 - @ READ&REVIEW
 - @ Someday / Maybe
 - @ WAITING
 - ALA / ULC
 - Aurora
 - BCC-CountyAdmin
 - Branch Division
 - County Departments
 - Finance & Facilities
 - FLA/SEFLIN/State Library
 - General Reference
 - HR/Staffing/Training
 - Information Technology
 - Intellectual Resources
 - LAB - Giselle
 - Leadership-GTD-Toastmasters
 - System Services
 - United Way

- Top Bar:**
- Buttons: All, Unread
- Search: Search Current Mailbox (Ctrl+E)
- Header:**
- Icons: !, 📧, 📧, @
- Fields: FROM, SUBJECT
- Filter: RECEIVED (dropdown arrow)
- Main Content Area:**

We didn't find anything to show here.

How To Deal With Too Many Emails



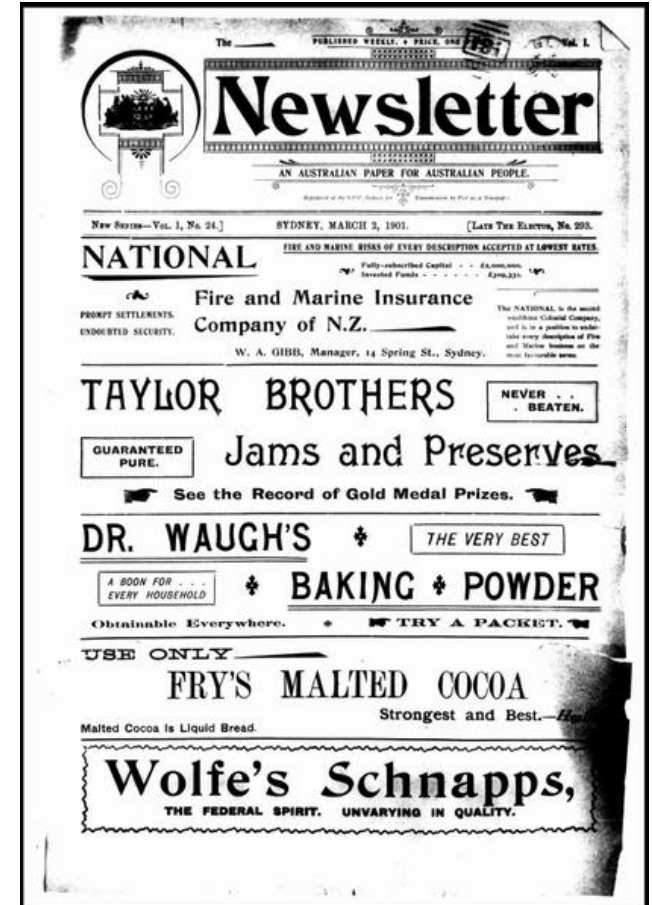
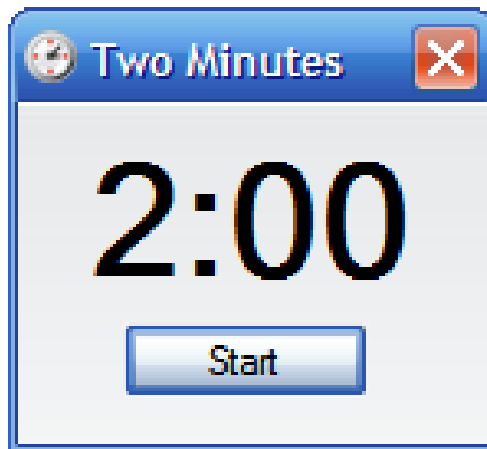
January

February 2015
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31 New Year's Eve	1 New Year's Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Martin Luther King Day	20	21	22	23	24
25	26	27	28	29	30	31

Three Month Rule

Final Tips



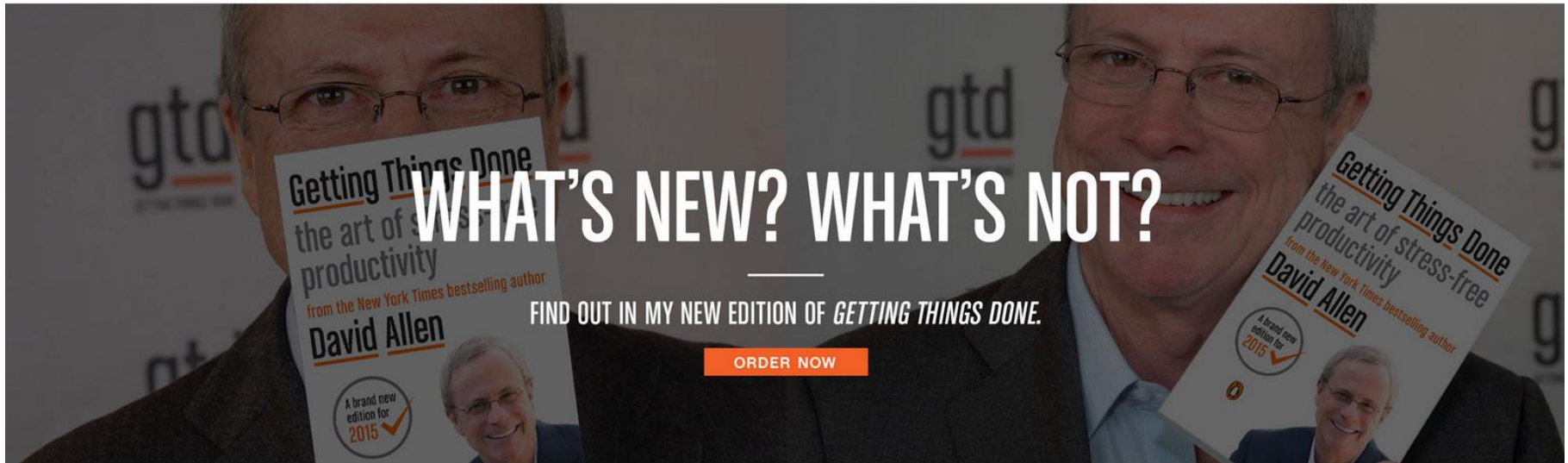
Efficient Librarian



www.efficientlibrarian.com

The screenshot shows a web browser window with the title "Efficient Librarian - Exploring the Intersection of Efficiency and Librarianship - Internet Explorer". The address bar shows "https://efficientlibrarian.com/". The browser's toolbar includes navigation buttons, a search bar, and several tabs. The main content area features a large image of a library desk with a computer monitor and bookshelves. Overlaid on this image is the text "Efficient Librarian" and "Exploring the Intersection of Efficiency and Librarianship". Below the image, the text "EFFICIENT LIBRARIAN" is displayed in a large, bold, sans-serif font, followed by "EXPLORING THE INTERSECTION OF EFFICIENCY AND LIBRARIANSHIP" in a smaller font. A red horizontal bar contains the navigation links "EFFICIENT LIBRARIAN BLOG", "ABOUT THE EFFICIENT LIBRARIAN", and "CONTACT". Below this bar, the section "INTERVIEW WITH DAVID ALLEN" is visible. It includes a date "December 6, 2017", a "Leave a comment" link, and a paragraph of text: "Reading David Allen's book *Getting Things Done* was a key professional development moment for me. It transformed my understanding of knowledge work and allowed me to bring organization to my office for the first time. I would not have achieved my current level of success without the principles outlined in the book." To the right of the text is a small image of the book cover for "Getting Things Done: the art of stress-free productivity" by David Allen, which also features a quote from the New York Times and a "Must read" badge.

www.gettingthingsdone.com



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[ORDER NOW](#)

FIVE
STEPS

**FIVE SIMPLE STEPS THAT APPLY
ORDER TO CHAOS**



Next Action: [click here to learn the FIVE STEPS](#)

(1) Capture—collect what has your attention, (2) Clarify—process what it means, (3) Organize—put it where it belongs, (4) Reflect—review frequently, (5) Engage—simply do.

