

Email, Not Your Fault!

Had ENYF?

Urgent AND Important		Important BUT Trivial		Urgent BUT Irrelevant		Trivial AND Irrelevant	
NEED/WANT IT		LIKE IT		MEH...		NOPE!	
My Categories: Security Alerts/Password Resets Money (Bank, Bills, Insurance) Shipments/Orders Health/Medical Family School Work (Benefits, Events)		My Categories: Websites/Accounts Travel Creative Contacts/People Fun/Games		My Categories: Surveys/Feedback Notifications Informational		My Categories: John Doe shared on socials Privacy Policy Updates Marketing (you're missing out) Newsletters (unwanted)	
Where? (circle one)		Where? (circle one)		Where? (circle one)		Where? (circle one)	
*Inbox	Folders	Inbox	*Folders	Inbox	Folders	Inbox	Folders
All Mail	Trash	All Mail	Trash	*All Mail	Trash	All Mail	*Trash
Folder Method: (circle) 1. Move Unread 2. Move and Mark Read 3. Other: _____ (fill in your own)							

SAMPLE, FILL IN NEXT PAGE

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Keep this by your desk, or take a photo for your phone, so you can remember how you want to filter each type of email.

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All Mail	Trash	All Mail	Trash	*All Mail	Trash	All Mail	*Trash
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