

Inbox Management Portfolio

Overview

This project demonstrates my ability to professionally manage and optimize an executive inbox using structured labels, filters, and prioritization workflows to improve efficiency and reduce missed communication.

Key Actions

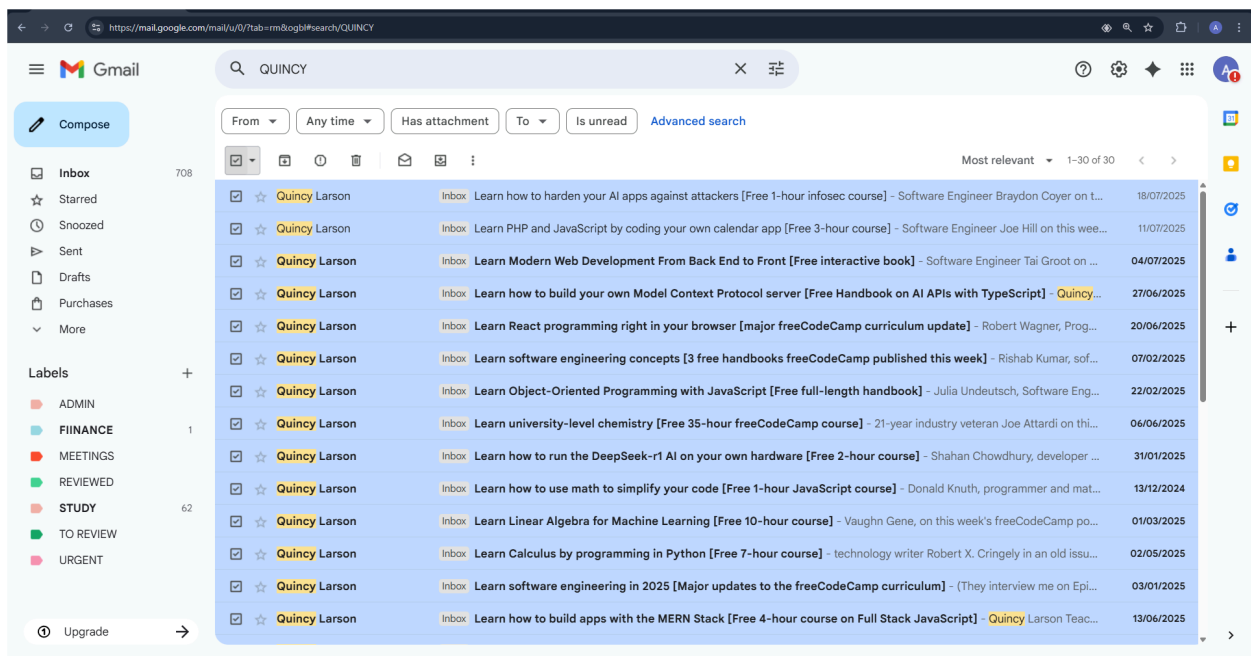
- Designed structured email labels for clear prioritization
- Built automated filters to route incoming emails
- Reduced inbox clutter through archiving and categorization
- Improved response speed and visibility of urgent messages

Tools Used

- Gmail
- Gmail Labels & Filters

Screenshots

Inbox Before Cleanup



Label & Filter Setup

ADMIN	1	Google Pay	Alati, you added a new card to your Google Account - Now you can use it with Google Pay. You just added a card to your Google Account from Chrome alatleon2002@gmail.com Now ...	01/06/2025
FINANCE	36	TradingView	A new device is using your account - Check what's logged into your TradingView account	31/05/2025
FOREX	62	Paystack	[IMPORTANT] New Visa dispute rules: what you need to know - Update to Visa's dispute monitoring rules Hi Hale, I'm Ejiroghene from the Disputes team at Paystack, and I'm writing...	29/05/2025
MEETINGS		ALX Community	STUDY New event: Virtual Pomodoro Co-working Session - Edom Eshetu from ALX Community Virtual Pomodoro Co-working Session Wed May 28, 2025 2:00 PM - 3:30 PM, +03 - GMT...	23/05/2025
REVIEWED		ALX Community	STUDY New event: Community Fireside Chat: What is Mental Wellness? - Samir Khan from ALX Community Community Fireside Chat: What is Mental Wellness? Thu May 29, 2025 7:00...	23/05/2025
STUDY		ALX Community	STUDY New event: AI Talks - Kevin Tuel from ALX Community AI Talks Mon May 26, 2025 6:00 PM - 7:00 PM, +03 - GMT(+03) Location https://alxafrica.zoom.us/meeting/register_e7f-uD...	23/05/2025
TO REVIEW		ALX Community	STUDY New event: Did It Have To Be Me? - Edmond Bwire from ALX Community Did It Have To Be Me? Sat Jun 14, 2025 6:00 PM - 7:00 PM, +03 - GMT(+03) Location https://alxafrica.zo...	22/05/2025
URGENT		Paystack	[NEW] An update to your Payment Pages experience - We've updated the look, feel, and infrastructure of your Payment Pages Hi Hale, I'm Alexander from Paystack's Engineering tea...	21/05/2025
		ALX Community	STUDY New event: Women in Tech: Overcoming Imposter Syndrome - Nyambura Gachahi from ALX Community Women in Tech: Overcoming Imposter Syndrome Wed May 28, 2025 6...	21/05/2025
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		Sharekh	New on CleverX: Usability tests, better pricing & more - Hey there, Sharekh here from CleverX! We've just rolled out a set of updates that I'm genuinely excited about. These changes ar...	19/05/2025

Inbox After Cleanup

Compose

Inbox 688

Starred

Snoozed

Sent

Drafts

Purchases

More

Labels

ADMIN

FINANCE 1

FOREX 36

MEETINGS

REVIEWED

STUDY 62

TO REVIEW

URGENT

Search mail

1-50 of 1,012

TradingView

A new device is using your account - Check what's logged into your TradingView account

19/06/2025

me, Lisa 2

CURRICULUM VITAE - Hi Leon, This is well received. On Tue, Jun 17, 2025 at 9:24 PM Alati Leon <alatleon2002@gmail.com> wrote:

LEON ADRIAN A...

17/06/2025

Stability AI

Updates to Stability AI's Privacy Policy and Terms of Service - Hi there, We're reaching out to let you know we're updating Stability AI's Privacy Policy, Terms of Service, and Acceptable Use ...

13/06/2025

uTest

uTest Special Requirements Survey - Hi LEON ALATI, It looks like you're a potential match for a paid project at uTest. The project requires some unique details that we haven't profiled for in ...

09/06/2025

Paystack

Fees clause clarification in your Merchant Service Agreement - We're clarifying the correct tax treatment of your Paystack fees Hi Hale, I'm Anointing from the Legal and Regulatory te...

02/06/2025

TradingView

A new device is using your account - Check what's logged into your TradingView account

01/06/2025

Google Pay

Alati, you added a new card to your Google Account - Now you can use it with Google Pay. You just added a card to your Google Account from Chrome alatleon2002@gmail.com Now ...

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Sharekh

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19/05/2025

Upgrade

100% of 15 GB used

Terms - Privacy - Programme Policies

Last account activity: 0 minutes ago
Open in 1 other location - Details

Outcome

- Significantly improved inbox clarity
- Reduced time spent searching for emails
- Clear prioritization of urgent, meeting, and finance-related communication