

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

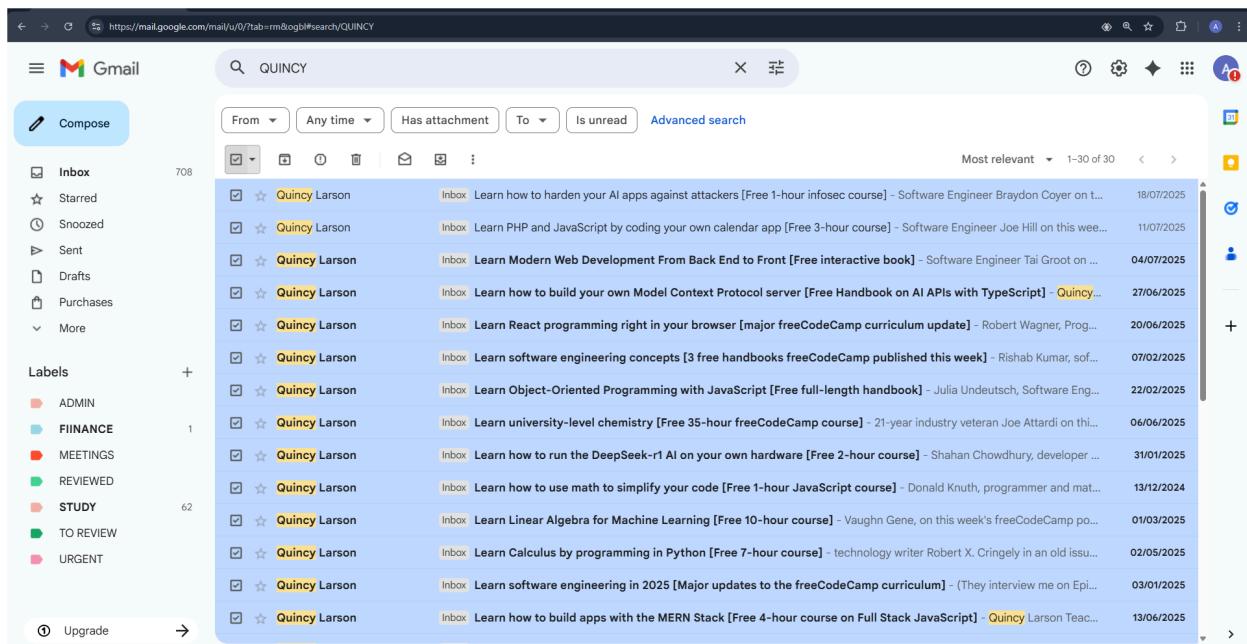
- Designed structured email labels for clear prioritization
- Built automated filters to route incoming emails
- Reduced inbox clutter through archiving and categorization
- Improved response speed and visibility of urgent messages

Tools Used

- Gmail
- Gmail Labels & Filters

Screenshots

Inbox Before Cleanup



Label & Filter Setup

Labels	From	Subject	Date
ADMIN	ADMIN	Google Pay	01/06/2025
FINANCE	1	TradingView	31/05/2025
FOREX	36	Paystack	29/05/2025
MEETINGS		[IMPORTANT] New Visa dispute rules: what you need to know	23/05/2025
REVIEWED		Update to Visa's dispute monitoring rules Hi Hale, I'm Ejiroghene from the Disputes team at Paystack, and I'm writing...	23/05/2025
STUDY	62	ALX Community	23/05/2025
TO REVIEW		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
URGENT		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
		New event: AI Talks - Kevin Tsei 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
		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
		[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
		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
		New event: Virtual Pomodoro Co-working Session - Edom Eshetu from ALX Community Virtual Pomodoro Co-working Session Wed May 21, 2025 2:00 PM - 4:00 PM, +03 - GM...	20/05/2025
		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

The screenshot shows a Gmail inbox after cleanup. The inbox contains 688 emails, primarily from ALX Community, Paystack, and TradingView, related to AI integration, payment pages, and virtual sessions. Labels on the left include ADMIN, FINANCE, FOREX, MEETINGS, REVIEWED, STUDY, TO REVIEW, and URGENT. The inbox is clean and organized, reflecting the effectiveness of the cleanup process.

Outcome

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