

Email Management

Organizing Your Inbox: I will clean up your inbox by sorting, labelling, and highlighting emails so you won't miss important ones.

Filtering Emails: I'll remove spam and unimportant emails, helping you focus on what's important.

Email Folders and Storage: I'll make folders for easy access to emails and keep an organized archive.

DELETING EMAILS

The screenshot shows a Gmail inbox with the following email list:

- Rumahweb Indonesia: Domain pojokmu.my.id Telah Aktif - Dear Prayogo -, Terima kasih telah menggunakan layanan Rumahweb Indonesia. Kami berita...
- Rumahweb Indonesia: Informasi Login Rumahweb ClientZone - Rumahweb Indonesia Dear Prayogo -, Terima kasih telah mendaftar di Rumahweb. Anda dapat me...
- learningteam: Certificate and Transcript - Harisenin Bootcamp Full Stack Developer Batch 7 - Dear Prayogo Santoso Congratulations on officially graduati...
- Scrimba: Certificate and ...
- Scrimba: Oh hey, Scrimba Pro member! - Here's what your subscription provides ::
- Scrimba AS: Your receipt from Scrimba AS #2295-0955 - Your receipt from Scrimba AS #2295-0955
- Scrimba AS: Invoice-0430F3... Receipt-2295-0...
- LinkedIn: RYDU is hiring a Virtual Assistant - Your skills seem to match this job
- BHW: Rank Your Indonesian Casino with Premium Expired Domains - The latest offers from the BHW Marketplace BlackHatWorld BlackHatW...
- Freelancer.com: Prayogo, these HTML, PHP, and Website Design projects and contests might interest you - Hi Prayogo, Here are the latest projects a...
- Traveloka: 10.10 Super Deals-Diskon Lebih BESAR 🎉 - Salam Hangat, Traveloka newsletter@your.traveloka.com 0804-1500-308 cs@traveloka.co...
- Tilda Publishing: Tilda News And Updates — September 2024 - New Block For Marketing Quizzes, Vector Editor Updates, Tilda Docs, And More
- Tania Gromenko: HAH, dapat klien pertama bukan HAPPY ENDING?! - HAH, dapat klien pertama bukan HAPPY ENDING?!
- Rekomendasi LiNa: GM Operations - Mining + 19 lowongan kerja baru - Peringatan Pekerjaan dari Jobstreet.com - Lihat rekomendasi lowongan kerja kh...

A red box highlights the list of checked emails under the 'Everything else' category, which includes messages from BHW, Freelancer.com, Traveloka, Tilda Publishing, Tania Gromenko, and Rekomendasi LiNa.

MAILING LIST UNSUBSCRIBE

The screenshot shows a Gmail inbox interface with a dark theme. On the left, the sidebar includes 'Compose' and a list of folders: 'Inbox' (200), 'Starred', 'Snoozed', 'Important', 'Chats', 'Sent', 'Drafts', 'All Mail', 'Spam' (1), and 'Trash'. Below these are 'Categories' and 'More'. The main area displays an email from 'support@zohocampaigns.com' to 'prayogo.santoso@gmail.com'. The email content reads:

Want to migrate from your previous email marketing software to Zoho Campaigns first? Don't worry! Just [fill out this form](#) and our experts will assist you at your convenience.

Regards,
Team Zoho Campaigns

At the bottom, it says 'This email was sent by support@zohocampaigns.com to prayogo.santoso@gmail.com'. There is a link 'Not interested? [Unsubscribe](#)' which is highlighted with a red box. The footer also includes 'Zoho Corporation | 4708 HWY 71 E, Del Valle, TX 78617'.

LABELING EMAILS

The screenshot shows a Gmail inbox with a search bar at the top containing the query "label:upwork". Below the search bar are several filter buttons: "From", "Any time", "Has attachment", "To", "Is unread", and "Advanced search". The main area displays a list of 19 emails, with the first few listed below:

From	Subject	Date
Christine Joy V. vi.	You have unread messages about the job Virtual Assistant with Co...	Oct 8
Amir D. via Upwork	You have unread messages about the job Looking for a social medi...	Oct 7
Christine Joy V. vi.	You have unread messages about the job Virtual Assistant with Co...	Oct 5
Amir D. via Upwork 2	You have unread messages about the job Looking for a social medi...	Oct 4
Amir D. via Upwork 2	You have unread messages about the job Looking for a social medi...	Oct 3
Upwork Notification	An unknown device or browser has been used to access your acco...	Sep 30
N T. via Upwork 2	You have unread messages about the job YouTube Thumbnail Creat...	Sep 27
Upwork Notification	Billing method was added to Prayogo Santoso - Upwork Hi Pray...	Sep 26
Upwork Notification	Payment method was added to Prayogo Santoso - Upwork Hi Pr...	Sep 26

In the bottom left corner of the inbox, there is a red box highlighting the "Labels" section. This section contains two items: "SGB VA" and "upwork", each with a small colored square icon (orange for SGB VA and green for upwork) and a count of 8 next to it. The rest of the interface includes a sidebar with "Compose", "Chats", "Sent", "Drafts", "All Mail", "Spam", "Trash", and "Categories" sections, along with a "More" dropdown and a "Labels" section.

COLOR THE LABELS

The screenshot shows a Gmail inbox with a total of 803 messages. The left sidebar includes links for Compose, Inbox (200), Starred, Snoozed, Important, Chats, Sent, Drafts, All Mail, Spam, Trash, Categories, and More. The main area displays the inbox with the following messages:

- LinkedIn: RYDU is hiring a Virtual Assistant - Your skills seem to match this job (3:35 PM)
- Team Zoho Campaigns: All good with your first email campaign? - Hello there, We just quickly want... (Oct 8)
- Amir D. via Upwork: You have unread messages about the job Looking for a social me... (Oct 7)
- SGB Virtual Assista.: You're an Email Marketing Natural! - Hey Prayogo, Your quiz result... (Oct 6)
- Christine Joy V. vi.: You have unread messages about the job Virtual Assist... (Oct 4)
- 16Personalities: Your per... sonality type: Architect (INTJ-A) - Here are your personality test r... (Oct 4)
- Amir D. via Upwork 2: You have unread messages about the job Looking for a social me... (Oct 3)
- Amir D. via Upwork 2: You have unread messages about the job Looking for a social me... (Sep 30)
- Upwork Notification: An unknown device or browser has been used to access your acc... (Sep 27)
- N T. via Upwork 2: You have unread messages about the job YouTube Thumbnail Cre... (Sep 27)

A red box highlights the labels "upwork" and "SGB VA" attached to the second and third messages respectively.

CATEGORIZING EMAILS

Settings 

General Labels **Inbox** Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP

Add-ons Chat and Meet Advanced Offline Themes

Inbox type: Priority Inbox ▾

Inbox sections:

- 1. Starred Options ▾
- 2. Important Options ▾
- 3. Unread Options ▾
- 4. Everything else Options ▾

[Reset Priority Inbox to default configuration](#)

Reading pane: Enable reading pane - provides a way to read mail right next to your list of conversations, making mail reading and writing mail faster and adding more context.

Reading pane position

 No split

SORTING EMAILS

The screenshot shows a Gmail inbox with a red box highlighting the left sidebar where categories are listed. The categories include:

- Inbox (200)
- Starred
- Snoozed
- Important
- Chats
- Sent
- Drafts
- All Mail
- Spam
- Trash
- Categories
- More
- Labels

 - SGB VA
 - upwork

The main pane displays a list of emails categorized by their status:

- Starred:**
 - SGB Virtual Assista...
 - SGB VA
 - SGB Virtual Assista...
 - "PT. TÜV NORD Indon...
 - no-reply@amazonaws.c...
- Important:**
 - Katakita .. Market ...
 - Google Forms
 - Christine Joy V. vi.
 - Clouds
 - GitHub
- Unread:**
 - Zoho Corporation
 - LinkedIn
 - Instagram
 - Rama Grammatico
 - Amazon Web Services
- Everything else:**
 - LinkedIn
 - Team Zoho Campaigns

Calendar Management

Schedule arrangement: I will efficiently manage your appointments, meetings, and events, ensuring your calendar is up-to-date and well-organized.

Reminder's setup: I'll set up timely reminders for your upcoming events, helping you stay on top of your commitments.

Meeting Coordination: If needed, I can coordinate and schedule meetings with participants, taking care of all the logistics.

Time Optimization: I'll work to maximize your time by minimizing scheduling conflicts and ensuring you have a clear view of your daily, weekly, and monthly commitments.

SCHEDULE THE CALENDAR

The screenshot displays a digital calendar interface for the week of October 13-19, 2024. The calendar grid shows events scheduled from 2 AM to 8 PM daily. Key events include:

- Sunday, Oct 13:** Q&A Session: Email & Calendar Management (10am - 12pm), house area measurement (2 - 3pm).
- Monday, Oct 14:** Karate INKAI (3 - 5pm), Griya Qur'an (4 - 5:30pm).
- Tuesday, Oct 15:** Unair (7am - 3pm), Unesa (8am - 12pm), Task 2: Create Your Email, Email & Calendar Management, Week 2 Feedback Deadline.
- Wednesday, Oct 16:** Unesa (8am - 4pm), Griya Qur'an (4 - 5:30pm).
- Thursday, Oct 17:** Unesa (8am - 2pm), Unair (10am - 3pm), Task 1: Choose Your Project, Task 2: Do a Competitor Analysis.
- Friday, Oct 18:** Griya Qur'an (4 - 5:30pm), Robotic (8 - 9am).
- Saturday, Oct 19:** Griya Qur'an (6:30 - 8pm).

Left Sidebar:

- Create:** A button to add new events.
- October 2024:** A monthly calendar view with days numbered 1-31.
- Time Zone:** GMT+02, GMT+07.
- Search for people:** A button to find contacts.
- My calendars:** A list of checked calendars: prayogo santoso, Birthdays, Danendra, Ibrahim, Nailah, Tasks.
- Other calendars:** A section for additional calendar feeds.

Top Bar:

- Calendar icon.
- Today button.
- Navigation arrows for month and year.
- Search, help, settings, and other UI icons.
- Week dropdown.
- Print and refresh buttons.
- User profile icon.

Tools I used for Email and Calendar Management

- GMail and Google Calendar.
- Other Email and Calendar software as required.

