

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...
- (PDF) 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
- (PDF) Invoice-0430F3... (PDF) 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 image shows a screenshot of a Gmail inbox interface. On the left, the sidebar lists various sections: Inbox (200), Starred, Snoozed, Important, Chats, Sent, Drafts, All Mail, Spam (1), Trash, Categories, and More. The main area displays an email from "support@zohocampaigns.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 of the email, there is footer text: "This email was sent by support@zohocampaigns.com to prayogo.santoso@gmail.com". Below this, a link "Not interested? [Unsubscribe](#)" is highlighted with a red box. The Gmail interface includes standard toolbar icons (Compose, Reply, Forward, Delete, etc.) and a search bar at the top.

LABELING EMAILS

The screenshot shows a Gmail inbox interface 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 being notifications from Upwork. On the left side, there is a sidebar with various navigation links and a "Labels" section. The "Labels" section is highlighted with a red box and 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.

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

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:** Several messages from "SGB VA" and "no-reply@amazonaws.com" are marked with a star.
- Important:** A message from "Katakita .. Market ..." is marked with a star.
- Unread:** A message from "Zoho Corporation" is marked with a star.
- Everything else:** Other messages include "LinkedIn", "Instagram", "Amazon Web Services", and "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 weekly calendar view for October 2024. The days of the week are labeled from Sunday (SUN) to Saturday (SAT). The calendar grid shows various scheduled events and tasks. Key events include:

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

My calendars:

- prayogo santoso
- Birthdays
- Danendra
- Ibrahim
- Nailah
- Tasks

Other calendars:

- + (Add calendar)
- ^ (Edit calendar)

Tools I use for Email and Calendar Management

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

