

# Inbox zero





# **Do you**

Have a lot of unread email?

Experience email overload?

Waste time looking for and re-reading emails?

'Mark as unread' so you'll go back to deal with it?

Feel anxious that you're not getting back to people?

Worry about what's lurking in the middle of your inbox?





WOULD YOU LIKE TO KNOW **MORE?**





## **Merlin Mann says**

1. Don't leave your email client open.  
Process email periodically
2. *"I don't know"* is a good answer, as is *"do you still need this?"*
3. "It's not how many messages are in your inbox—it's how much of your own brain is in that inbox"
4. It's a process, not a state. Especially not a state that requires significant infrequent effort
5. Delete, delegate, respond, defer, do

- Delete
- Delegate
- Respond
- Defer
- Do

- **Delete** ◀
- Delegate
- Respond
- Defer
- Do

**First, delete/archive**

**as many new messages as possible...**



- Delete
- **Delegate** ◀
- Respond
- Defer
- Do

**...then forward anything  
that can be best answered by someone else**



- Delete
- Delegate
- **Respond** ◀
- Defer
- Do

***Immediately* respond to any new messages  
that can be answered in two minutes or less**





- Delete
- Delegate
- Respond
- **Defer** ◀
- Do

**Will it take more than two minutes?**

**Put it in a pile to deal with later...**



- Delete
- Delegate
- Respond
- Defer
- **Do** ◀

**...and set aside time to respond to them.**

**Obvs.**



**One does not simply**

**achieve inbox zero**

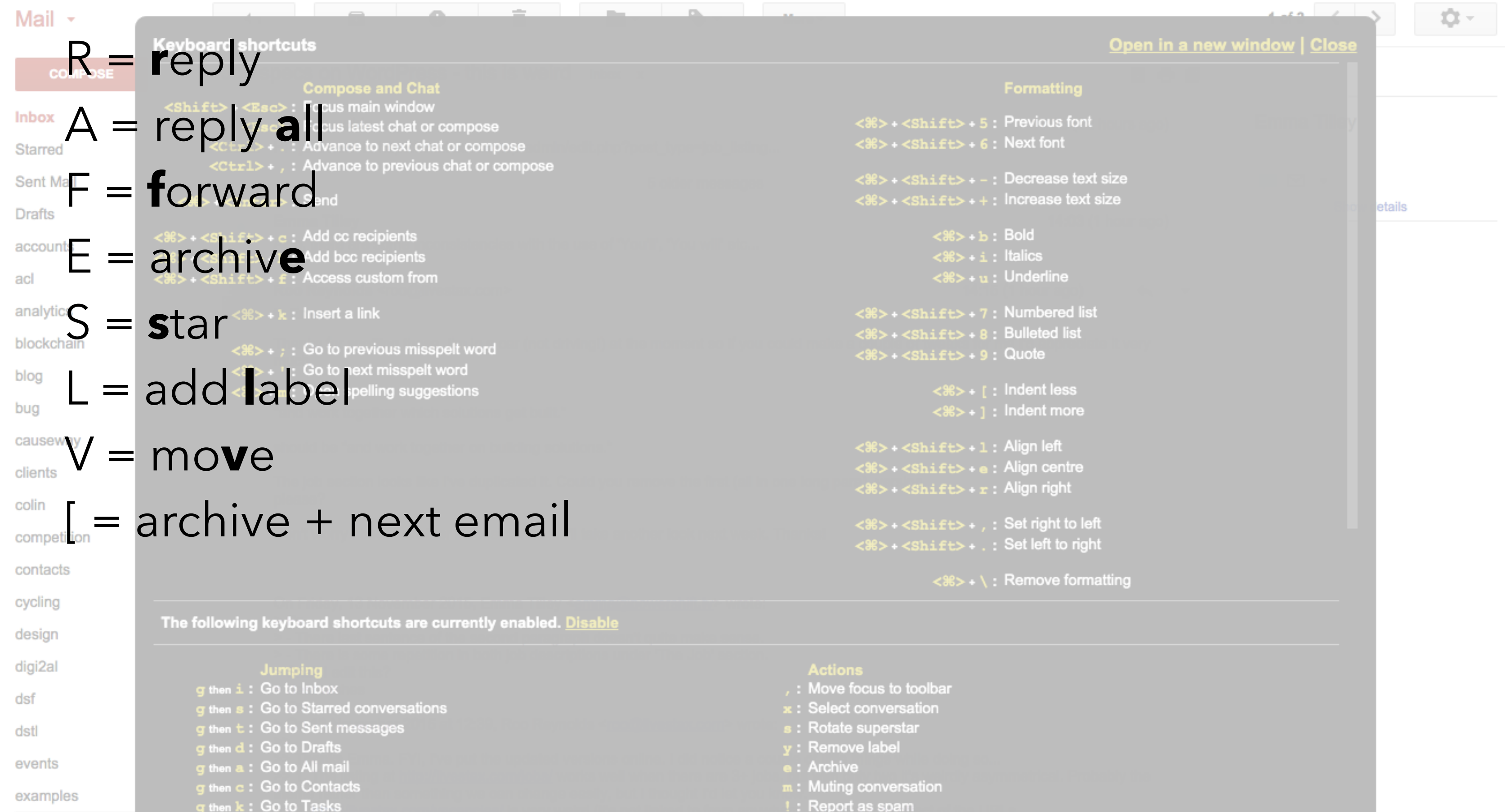
**Roo suggests**



# Turn on Gmail keyboard shortcuts

**Keyboard  
shortcuts:**  
[Learn more](#)

- ☐ **Keyboard shortcuts off**
- ☒ **Keyboard shortcuts on**



- Mail
- COMPOSE
- Inbox
- Starred
- Sent Mail
- Drafts
- accounts
- acl
- analytics
- blockchain
- blog
- bug
- causeway
- clients
- colin
- competition
- contacts
- cycling
- design
- digi2al
- dsf
- dstl
- events
- examples

R = reply  
A = reply all  
F = forward  
E = archive  
S = star  
L = add label  
V = move  
[ = archive + next email

Keyboard shortcuts

Open in a new window | Close

Compose and Chat

<Shift> + <Esc> : Focus main window

<Shift> + <Esc> : Focus latest chat or compose

<Ctrl> + . : Advance to next chat or compose

<Ctrl> + , : Advance to previous chat or compose

<Ctrl> + <Enter> : Send

<Alt> + <Shift> + c : Add cc recipients

<Alt> + <Shift> + b : Add bcc recipients

<Alt> + <Shift> + f : Access custom from

<Alt> + k : Insert a link

<Alt> + ; : Go to previous misspelt word

<Alt> + ' : Go to next misspelt word

<Alt> + ~ : Open spelling suggestions

Formatting

<Alt> + <Shift> + 5 : Previous font

<Alt> + <Shift> + 6 : Next font

<Alt> + <Shift> + - : Decrease text size

<Alt> + <Shift> + + : Increase text size

<Alt> + b : Bold

<Alt> + i : Italics

<Alt> + u : Underline

<Alt> + <Shift> + 7 : Numbered list

<Alt> + <Shift> + 8 : Bulleted list

<Alt> + <Shift> + 9 : Quote

<Alt> + [ : Indent less

<Alt> + ] : Indent more

<Alt> + <Shift> + l : Align left

<Alt> + <Shift> + e : Align centre

<Alt> + <Shift> + r : Align right

<Alt> + <Shift> + , : Set right to left

<Alt> + <Shift> + . : Set left to right

<Alt> + \ : Remove formatting

The following keyboard shortcuts are currently enabled. [Disable](#)

Jumping

g then i : Go to Inbox

g then s : Go to Starred conversations

g then t : Go to Sent messages

g then d : Go to Drafts

g then a : Go to All mail

g then c : Go to Contacts

g then k : Go to Tasks

Actions

, : Move focus to toolbar

x : Select conversation

s : Rotate superstar

y : Remove label


e : Archive

m : Muting conversation

! : Report as spam

# Turn on Multiple Inboxes (Gmail Labs feature)

**Enabled Labs**




**Multiple Inboxes**  
by Vivi

Add extra lists of emails in your Inbox to see even more important email at once. The new lists of threads can be labels, your starred messages, drafts or any search you want, configurable under Settings.

☒ **Enable**  
☐ **Disable**

[Send feedback](#)

# See your starred emails directly below your inbox

Settings 

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Chat](#) [Labs](#)

[Offline](#) [Multiple inboxes](#) [Themes](#)

**Current searches for the multiple inboxes:**  
(leaving any of the boxes empty will remove thread panels from your Inbox view. Removing all the searches will remove all the hotlist panels.)

	Search query	Panel title (optional)
Pane 0:	<input type="text" value="in:draft"/>	<input type="text" value="Drafts"/>
Pane 1:	<input type="text" value="is:starred"/>	<input type="text" value="Actions"/>
Pane 2:	<input type="text" value="label:waiting-for"/>	<input type="text" value="Waiting for"/>
Pane 3:	<input type="text"/>	<input type="text"/>
Pane 4:	<input type="text"/>	<input type="text"/>

Maximum page size:

Show  conversations per page for the new Inbox panes

Extra panels positioning:

☐ Right side of the inbox

☐ Above the inbox

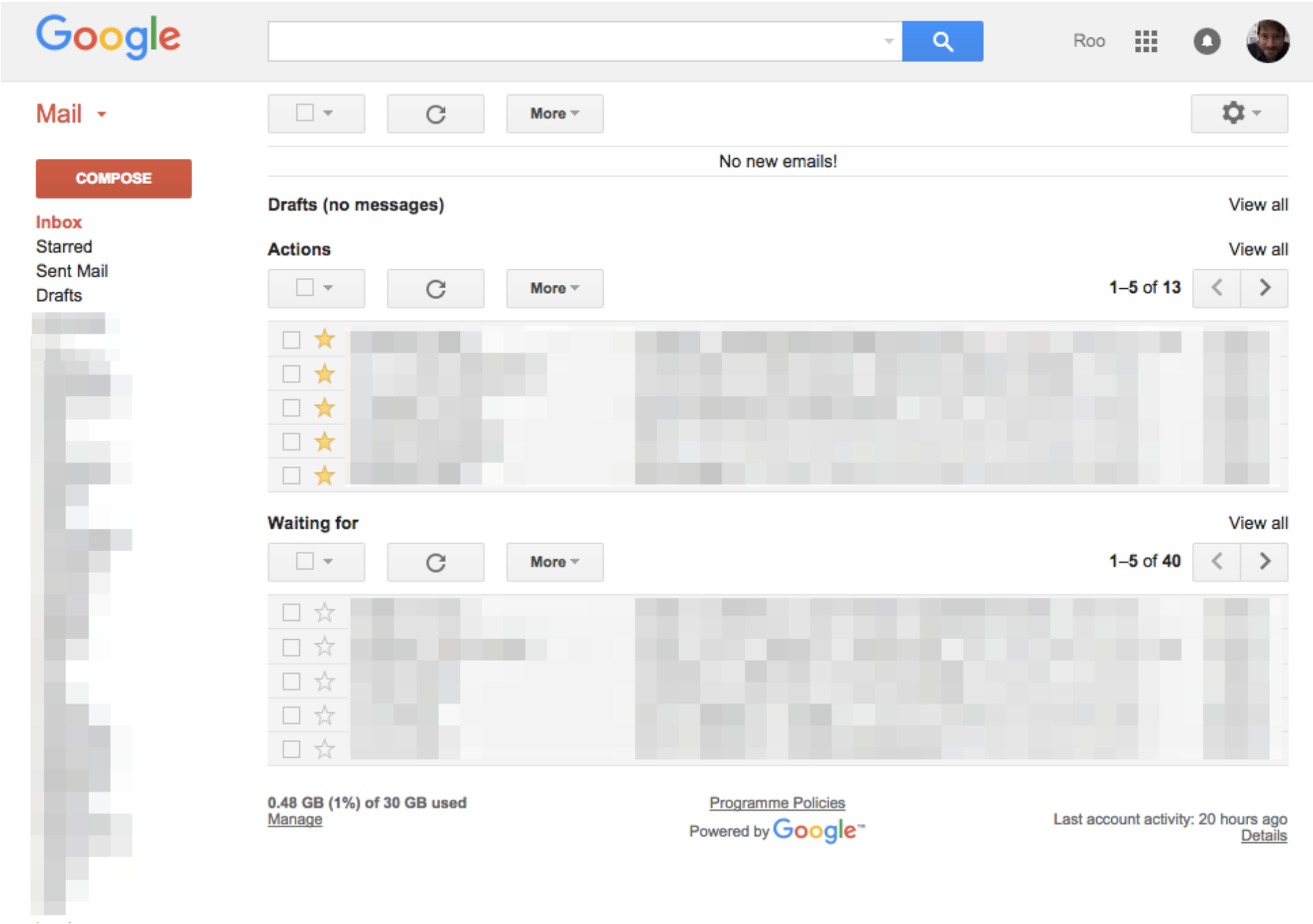
☒ Below the inbox

Save Changes

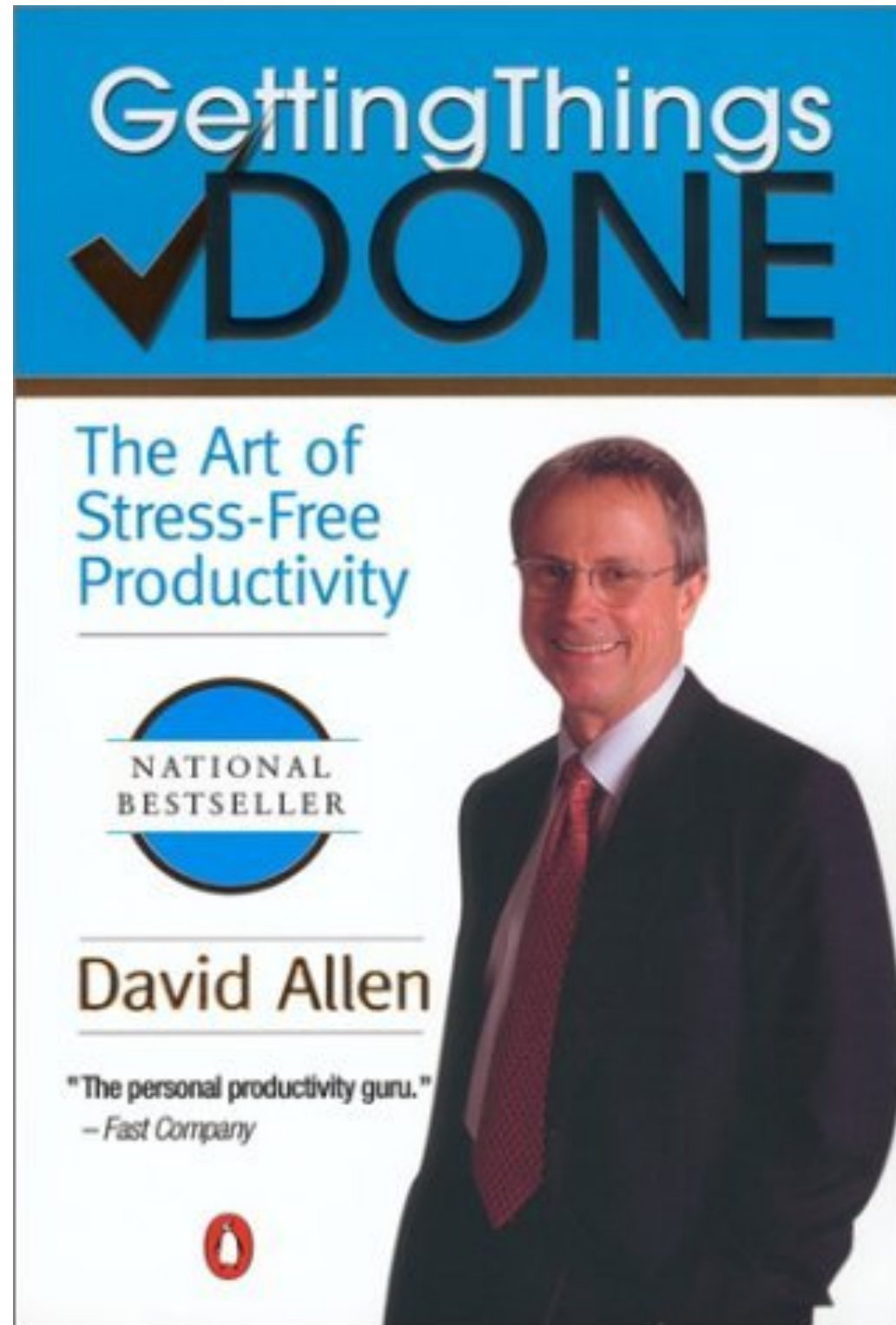
Cancel



# See your starred emails directly below your inbox

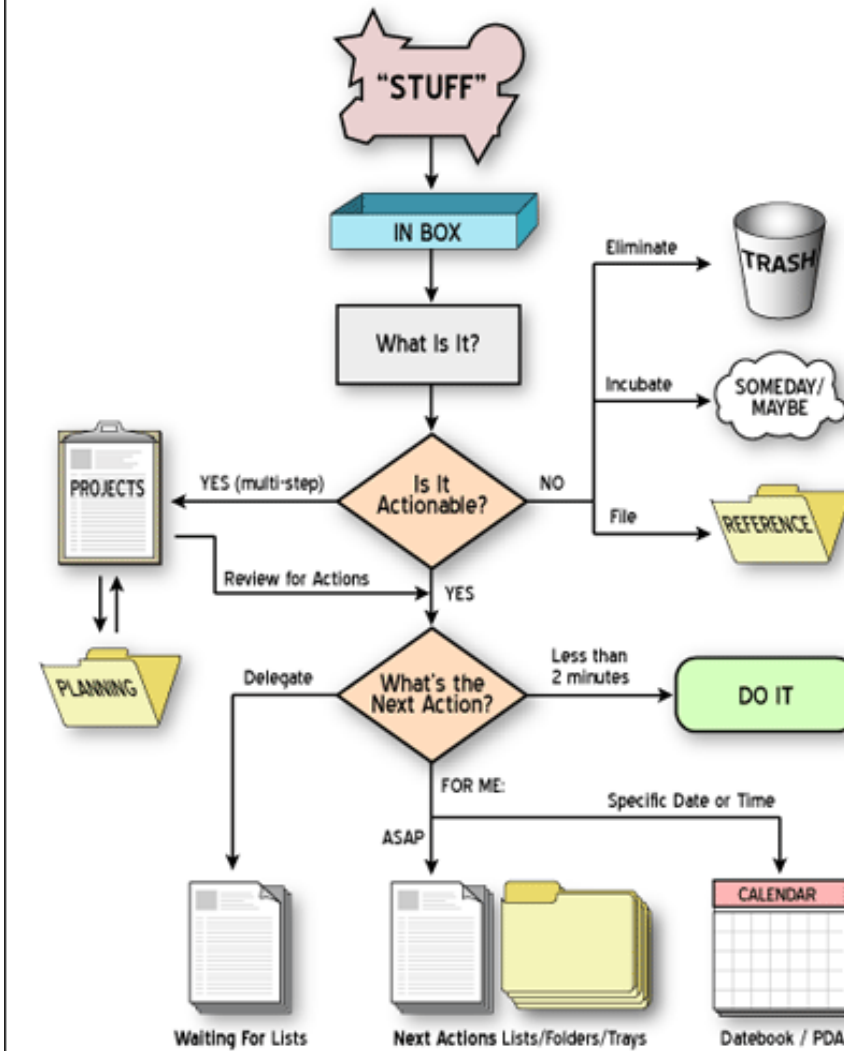


If you liked that...



## Getting Things Done

Quick Reference Card



Based upon the book and diagrams in  
*Getting Things Done* by David Allen  
© David Allen

Roo Reynolds | @rooreynolds

**Thank you**

<http://www.43folders.com/topics/inbox-zero>

<http://gettingthingsdone.com/>



