



# Email Organization System



Every email that comes to your inbox should be handled in one of the following ways...



Emails that require  
**no further action...**

Action: **Delete** or **Archive**

Review: n/a

Emails you will  
**address this week.**

Action: Tag/File as **TO DO**

Review: **Daily**

Emails you will  
**address this month,**  
but not this week.

Action: Tag/File as **SOON**

Review: **Weekly**

Emails you will address at  
some point, but  
**not this month.**

Action: Tag/File as **LATER**

Review: **Monthly**

Emails you're **waiting on someone else** to take action on.

Action: Tag/File as **FOLLOW UP**

Review: **Weekly**