

# **Five** (Little) **Folders**

**The easy email system**

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# Is this you?

**50+ emails a day.**

*The sad scroll, scroll, scroll.*

**Important (sometimes) forgotten.**

*Never finished.*

**Curious if there is a better way.**

# Today's goal:

**Learn my easy email system,  
& get back your hour in saved time  
*(this week, and every week).***

**Email anxiety.**

**Why?**

**Problem #1**

**So. Many. Emails.**

**40-90 a day. Every day.**

**Problem #2**

**Different types.**

**Now, soon, later, trash, keep, wait.**

**1996 study (still the same today).**

## **Problem #3**

**Some now,  
some later.**

**Leaving  $1/4$  every day means  
a full day backlog every week.**

**Problem #4**

**Urgency addiction.**

**70% are read in 6 seconds.**

## **Problem #5**

**You're never done.**

**You're only "finished" when you  
decide you've done enough today.**

**Since emails are just potential requests for your limited time...**

**How do we cope?**

**So-so solutions.**

**So-so solution #1**

**Just keep everything  
in your inbox.**

**It's all (safe?) in one place, but you  
have to hunt for every to-do.**

**So-so solution #2**

**Folders, by subject.**

**Same problem, but now  
there are more places to look.**

**So-so solution #3**

**Inbox surfing  
for the CUBs.**

**Read the Cool, Urgent, or from Boss,  
and ignore the rest.**

**So-so solution #4**

**Do it now,  
or do it never.**

**Forces senders to try a flag,!,  
or use the subject "URGENT".**

**So-so solution #5**

# **Tale of the Four Drawers.**

**Either remind me, or it goes away.**

**There is a  
better way.**

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