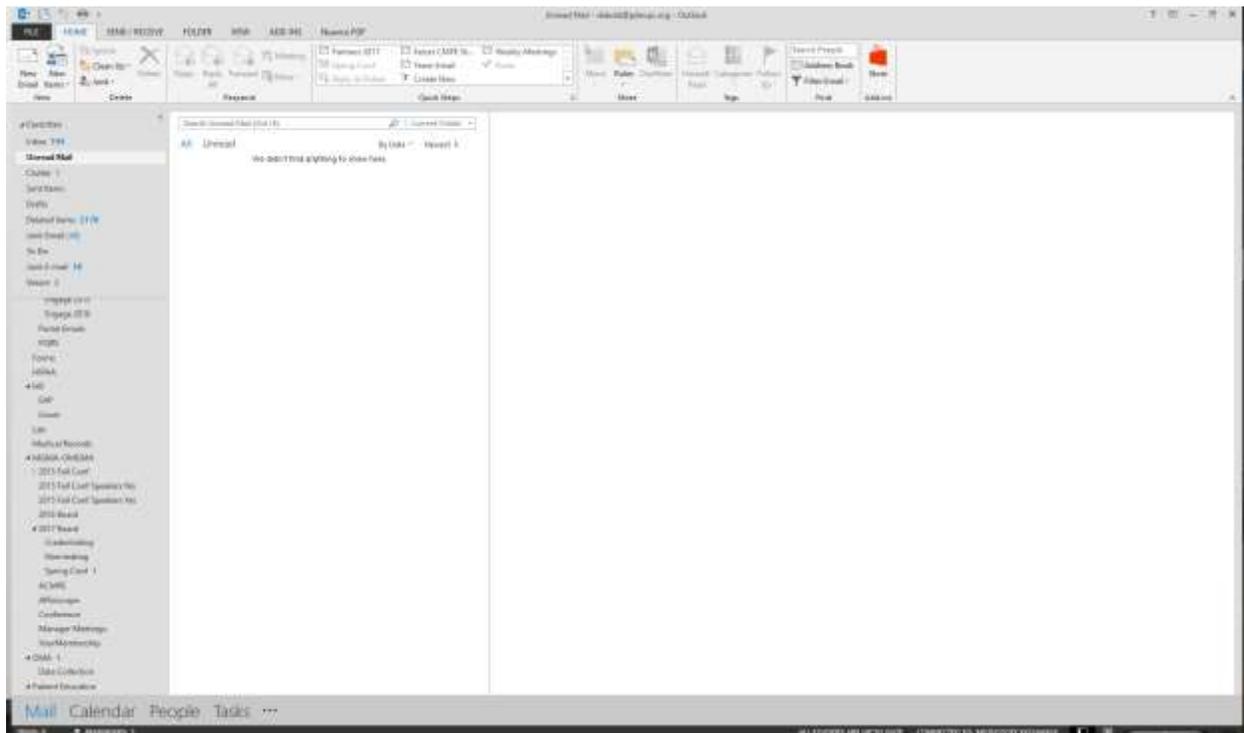# How to Be An Email Ninja!



Focused ninja warrior skills. For Outlook.

Use any available automated features to help manage your email.

Folders – use them!  Love them!  Don't save things forever……you can set Auto Archive and/or Delete timelines for your folders the same way you set them for other items we're about to look at.



If you use Microsoft Outlook, newer version have an amazing **Clutter feature**.  It learns to recognize emails you often delete without reading and automatically sends them to this folder where you can quickly review and delete them without taking up a lot of space in your Inbox.
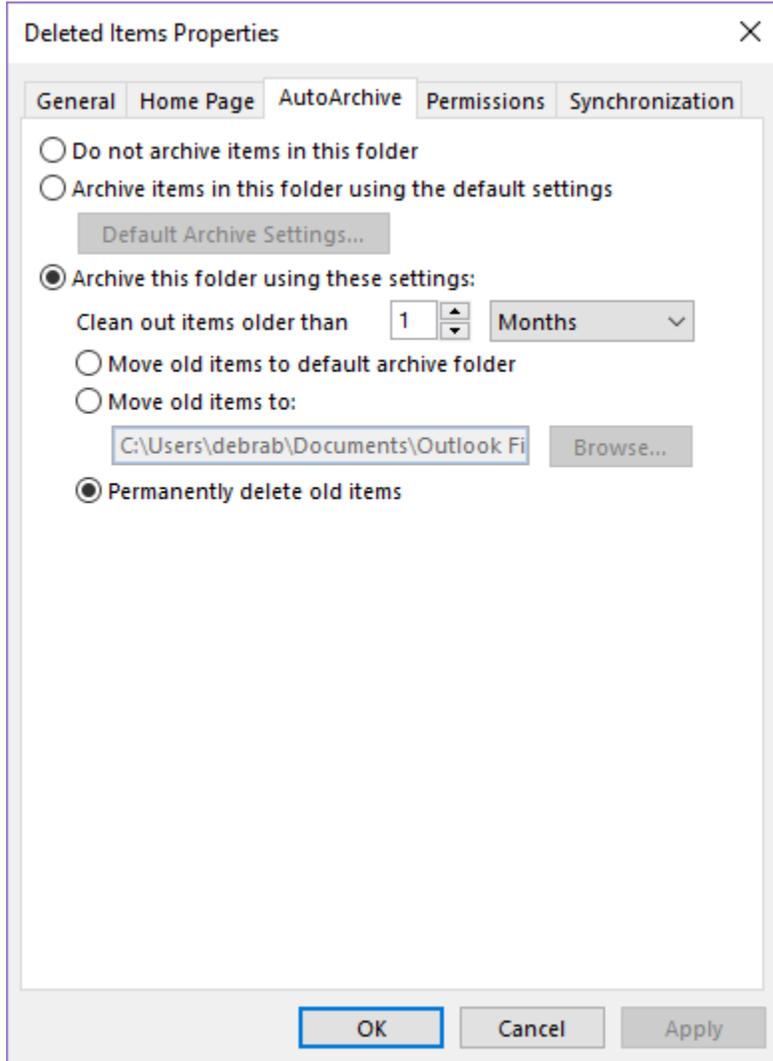
Right Click on your Deleted Items option to set automatic removal of older items.  Yes, the previous page shows I have 2178 deleted items that haven't yet qualified for automatic deletion….I get a ton of stuff I just delete but now it is automatically removed for me after a month so I don't have to remember to do it manually.

This works great for Sent Items as well.

CAUTION:  Before you set this up for 1 Week, you might want to consider how far back you regularly look for something you've deleted…..

You can also create these settings for any folder in your Email to help get rid of stuff you may not need anymore or after a certain amount of time.  Sure, we've all been saved by our ability to dig things out of an archive but is this really needed for all folders?   What are some examples of folders you don't need to keep permanently?

For those messages that still make their way into your Inbox you just don't ever want to see, right click on it and select Junk and choose the appropriate option
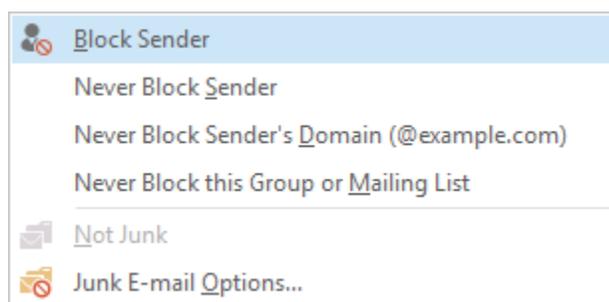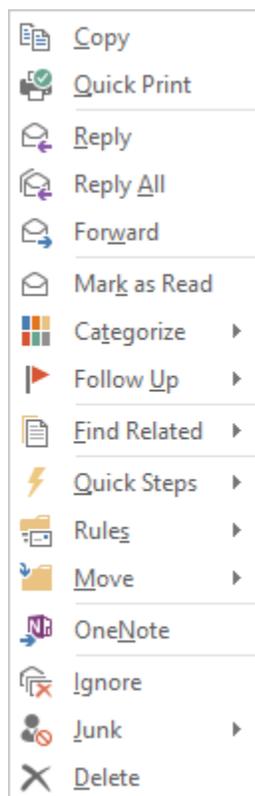




Seem like this isn't rocket science?  You're correct BUT it can be time consuming.  My philosophy is this:  Spend a few seconds doing this and you'll help yourself in the long run.

I used to click on the Unsubscribe link at the bottom of these but it never seems to work so labeling it as Junk helps me out.

Use these same steps to choose NEVER block if something lands in your Clutter or Junk Email folder but you don't want it to go there next time.
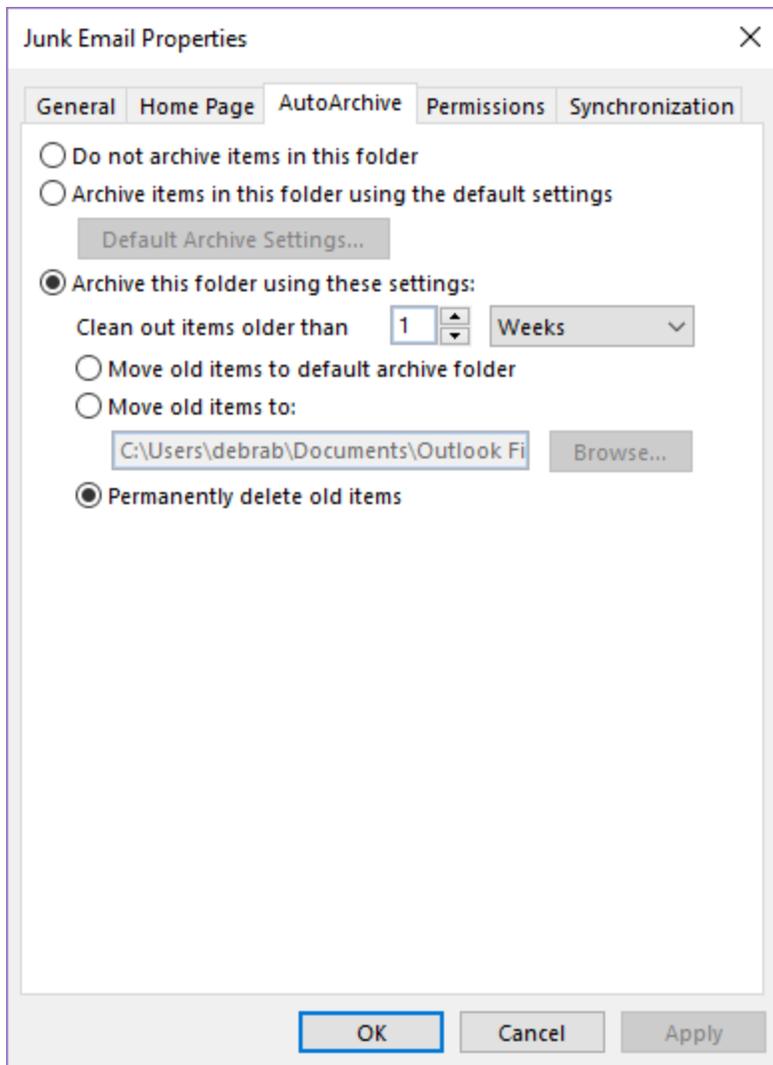
Do the same for your Junk Email folder – why keep them if it's Junk??

Before you set this up, I recommend quickly scrolling through these items a few times to make sure things falling into this folder truly are Junk.

**Google CEO, Eric Schmidt's 9 Tips for Email**

1. Respond quickly.

2. When writing an email, every word matters and useless prose doesn't. Be crisp in your delivery.

3. Clean out your inbox constantly.

4. Handle email in LIFO order. Sometimes the older stuff gets taken care of by someone else.

5. Remember you're a router.

6. When you use the bcc: feature ask yourself why.

7. Don't yell.

8. Make it easy to follow up on requests.

9. Help your future self search for stuff. If you get something you may want to recall later, forward it to yourself along with a few keyword that describe its content.

**Act ONCE on Most Emails**

5 Acceptable Actions for Email from 'Inbox Zero' System

1.  DELETE – If no action is required, delete it or put to your archive folder

2.  DELEGATE – If someone else can respond, forward it to them

3.  RESPOND – If you can respond in 2 minutes or less, do so

4.  DO – If you can act on the email in 2 minutes or less, do so

5.  DEFER – If acting or responding would take more than 2 minutes, flag for follow-up

**Know Why You Are Sending the Email**

| *Why are you sending* | Inform | Request or Persuade |
|---|---|---|
| *What you need the reader to do* | Read | Reply |
| | Save for Later | Act |

Before you hit send, remind yourself *why* you're sending and make sure the message matches your intent.

**Use the Subject Line to Help Reader Know Why You Are Sending**

- ❖ ACTION NEEDED
- ❖ REPLY
- ❖ INFORM
- ❖ TIME SENSITIVE

## Don't REPLY ALL.