

Triage: Rescuing Your Inbox

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SPEAKERS



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Favorites

At Computer

Inbox

Search Current Mailbox (Ctrl+E)



Current Mailbox

All Unread

By Date

Newest

We didn't find anything to show here.



What is the breaking point?

- Promotions
- Layoffs
- Mistakes



How to get to Inbox Zero

- Methodologies
- Organization
- The fallacy



Live Demo



How to get to Inbox Zero

1. If you want to try this method, get any version of Getting Things Done from an online retailer, library, or however you consume your reading content.
2. After reading the book, set aside some time to review the different Outlook suggestions for implementation.
3. Set aside an hour or so to implement the IT structure of GTD in Outlook.
4. Set aside at least 2-3 days of uninterrupted time to go through your business office, your Outlook, and your personal home office and go through the steps in the methodology for all emails, papers, notes, etc.
5. Seriously. Give yourself 2-3 days to get started. Although a full week is better, it's unrealistic in most cases.
6. Do your steps daily and do a cleanup of the Waiting For cleanup weekly.
7. If you get too far behind, start at step 4 and repeat.



Questions?
