Email Control & Maintenance Checklist

Phase 1: Get Control

- ☐ Set an End Goal: keep inbox at 50 emails or fewer.
- ☐ Archive all emails older than 30–60 days into an 'Archive YYYY' folder.
- ☐ Sort by sender/subject to bulk delete newsletters, promos, or duplicates.
- ☐ Unsubscribe from low-value lists.
- ☐ Create three folders only: Action, Waiting For, Reference.
- ☐ Set filters to send newsletters/ads to 'Read Later' or 'Promo' folder.

Phase 2: Maintenance Plan (Stay <50)

- ☐ Daily (15–20 min): Check email only 2–3 times a day.
- ☐ Daily: Apply the 2-Minute Rule (reply/delete immediately if <2 min).
- ☐ Daily: Move longer tasks into 'Action' folder.
- ☐ Weekly (30 min): Process Action and Waiting For folders.
- ☐ Weekly: Move useful info into Reference folder.
- ☐ Weekly: Delete/archive what's no longer needed.
- ☐ Monthly (15 min): Empty 'Read Later/Promo' folder.
- ☐ Monthly: Archive anything older than 30 days in Action/Waiting.
- ☐ Monthly: Re-evaluate subscriptions.
- ☐ Golden Rule: Never let inbox rise above 50; if it does, schedule 30-min triage reset.