



# Capital Source Solutions, LLC

6732 Itaska Street  
St. Louis, MO 63109  
Phone: 314-226-3663

Web: [www.CapitalSolutionsSTL.com](http://www.CapitalSolutionsSTL.com)

## 6 Quick Tips For Cleaning Up Your Email Inbox

Your email inbox is likely a very important location in your life. A lot of important stuff happens there. Business deals get consummated there, prospects located, important information gets shared with client's and colleagues alike.

While all of this important stuff takes place through your email, unfortunately we are all also faced with email overload, and much of it is not very important. According to a study done by Microsoft, the average email user is inundated with over 10,000 emails per year, and 80% of that volume consists of sales offers, news updates and other extraneous items that clog up your account.

Here are 6 tips you can use to get a handle on your email inbox volume, so that you feel more in control and less overwhelmed by the endless stream of emails.

1. Have an email account that you use every time you are asked to provide an email address from a business that you have no interest in receiving emails from. Only provide this email address to those you suspect will start sending you junk mail. Ideally, you would also have an email account that you use for personal matters you are interested in, and another for business. Keeping it all separate is very helpful.
2. Create folders within your email system to organize everything that comes in. Make a folder for every important category you can think of, and be sure to include one for items you would like to read where there is no urgency, and another folder for junk you can't seem to part with.
3. Use the search tool to find important emails by sender or subject and move those to your filing system. You might want to consider leaving important emails marked "Unread" so that you can check all Unread emails quickly for any actions you must take.
4. Implement rules in your email system that automatically direct certain emails to folders based on sender, or subject matter. Rules can be put in place that allow only certain types of emails to appear in your inbox, while the balance can be directed to a folder to be checked later.

5. Make sure your mobile email on your phone is synced with your main email accounts. We do a lot of email work on our phone, and it would be a shame if you have to repeat much of it on your computer because your phone mail is not properly synced.
6. Once you have implemented a good filing system and installed rules that will do some of the email organizing for you, you are now ready to deal with each email that comes in each day. Either flag, respond to, file, move or delete every email that comes in each time you work with your email account.