

Best Practice E-mail Management Tip

Rule #3: KEEP THE INBOX EMPTY

Handle each message only **ONCE**
using the 4D Methodology

1: DITCH / DELETE

2: DEAL *(2 mins or less)*

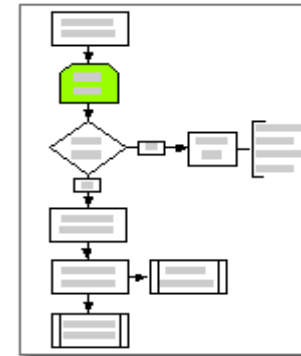
3: DELEGATE

4: DECIDE

WHERE - File (Move to Folder / File along with)

WHEN - Convert to a Task or Calendar item

WAIT - Add to Waitlist (or Pending Reply) folder



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Got more questions?

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