2. Email: Getting to Inbox Zero

🎥 Watch

In this video, you will learn…

- **Mindset shift:** Understand that email isn't your job, but rather a to-do list set by others, and that efficient email management can reduce time spent in the inbox.
- **Core Email Setup**: Configure seven specific email settings to streamline email processing once and for all.
- **Downstream Systems**: Set up four essential systems to process and categorize information: a digital calendar for time-bound commitments, a task manager for to-dos, a notes app for reference material, and a read-later app for non-urgent content.
- **Email Triage**: Decide what needs to be done with an email without immediately doing it, similar to patient triage in hospitals.
- **Batch Processing**: Learn the practice of processing emails in batches using one of six possible follow-up actions.

If the embedded video above does not play for any reason, click here to open and watch the video in your browser.

🛠️ Recommended Apps & Tools

- Superhuman: Tiago's preferred email app. Hit inbox zero consistently with the fastest email experience ever created.
- Gmail: Google's popular and free email service.
- Microsoft Outlook: Microsoft's email app, mainly used by businesses.
- Sanebox: A trainable AI filter that works within your preferred email app to help you focus on your important messages.

🪁 Your Turn

Open your POP Workbook and complete the steps outlined in Lesson 2. Tiago recommends using the steps you learned here to clear the last few days of your email backlog, but for anything older than that, just archive them all at once (this may include hundreds or even thousands of unread emails). It's not worth your time to individually process hundreds of old emails – just use the approach you're learning in this course going forward.

🚀 Share

We're all here to learn and grow together! Your insights might be the key to helping someone else conquer their email chaos.

Click or tap the "Comments" icon in the upper right side of this page to open the comments section in the right sidebar.

- **Share a screenshot of your empty inbox:** Let's celebrate this achievement together!
- **Share your "Aha!" moment:** What was your most eye-opening strategy or realization from this lesson? How did it change your view of email management?

🗃️ Additional Resources

Keyboard Shortcuts

Keyboard shortcuts allow you to move faster through the apps you use. Here are help articles that list the shortcuts for the following apps:

- [Superhuman](#)
- [Gmail](#)
- [Microsoft Outlook](#)