

## [10 Email Management Tips to Declutter Your Inbox](#)



***It's Monday morning. As Natasha sits down at her desk, she experiences that familiar sinking sensation in her stomach... She's dreading her email inbox!***

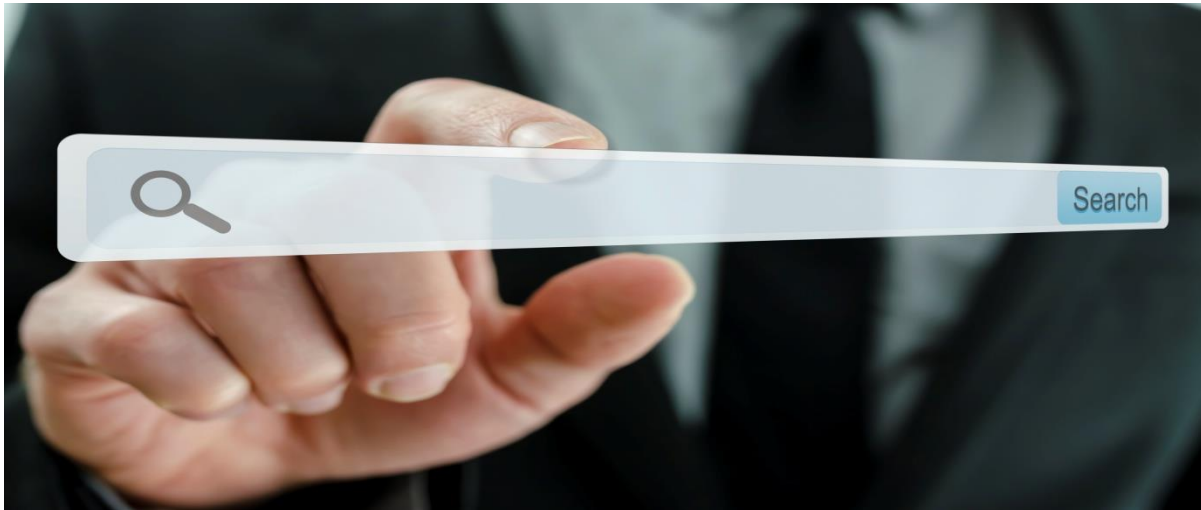
When used appositely, email is an incredibly useful communication tool. Today, with a generous 15GB of data per account, Gmail remains one of the most pervasive forms of business communication. And it doesn't stop here. Gsuite for businesses on a budget is much more than just email. It is a powerhouse of handy-dandy apps and features for teams that want a tad more functionality from their traditional email package.

According to a [2018 Radicati Group study](#), the number of worldwide email users will hit 4 billion by the end of 2019. This just adds more weight to the fact that Email is here to stay! With hundreds of emails from management, colleagues, clients, and vendors, a fuller looking inbox is less of a surprise.

**BUT...**

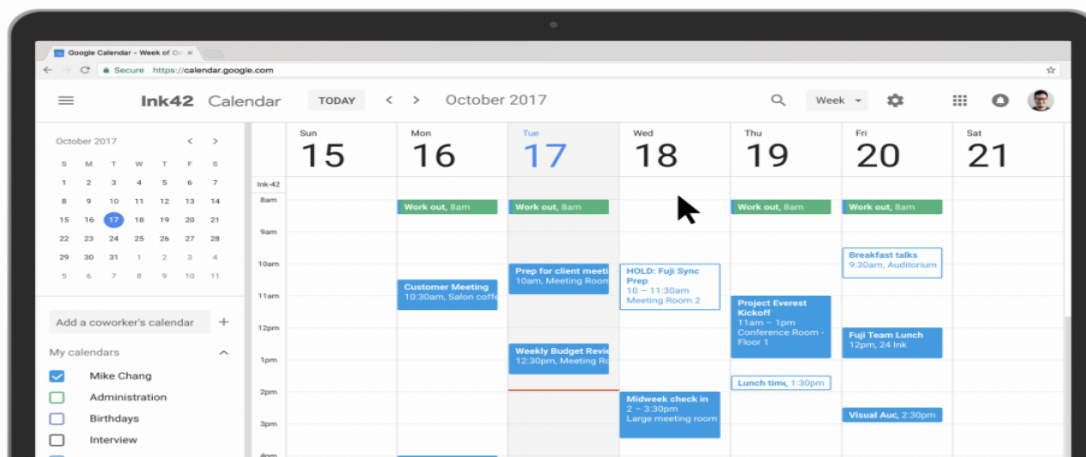
Let's all admit it: we, like Natasha, are overwhelmed by emails. We're also pretty psyched to hit the reset button. If you waste time dealing with email chores at work, you're not alone. The good news is you can declutter your inbox down to zero. No, it's not too good to be true! Here are ten tips that will help you get closer to the elusive zero inbox -

**1. Make the Most of Search.** Looking for something really old? A search is pretty basic but it can kick-start your cleanup regime if done right. It can help you filter out important emails, keep your email list organized, unsubscribe from spam and do a host of other things. Albeit not downright obvious, Gmail's search box has more flexibility than you might think. With the search giant's cohesive [list](#) of query words, you can drill down to exactly what you want.



**2. Add Tasks and Events to Your Google Calendar.** Did you ever schedule a meeting with several people who are busyish? Sending reminders and follow-up emails are old school. Chances are these emails often get lost, overlooked or even forgotten, let alone adding to the inbox clutter. The aftermath, as we all know, is how-did-I-miss-this-email trauma followed by an awkward apology mail.

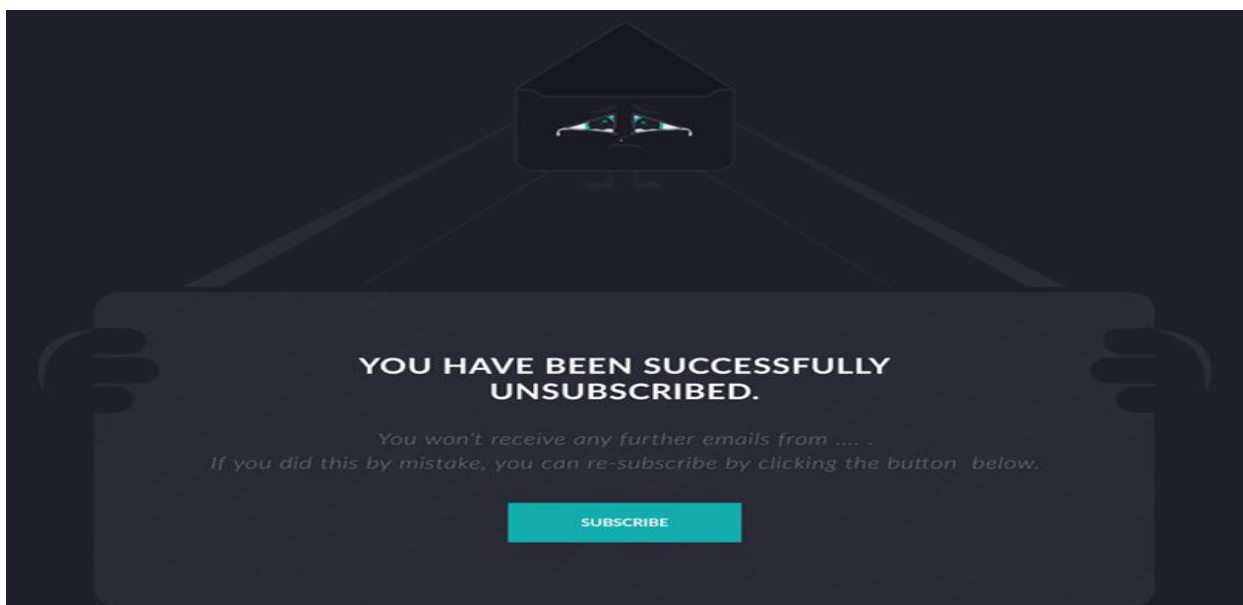
One of the easiest ways for everyone to stay on the same page is to use the Calendar. It comes with a notes section for storing details of an appointment or task. You could also plan your schedule, individually or as a team and share events with coworkers.



**3. Archive Closed Conversations.** The less you see, the better you can respond. The archive folder is just like any other folder in Gmail, you can use for storing emails. Archive an email only if you need it in the future. This makes room for what's important and on priority at work. Sounds tedious? Well, you need not literally sift through closed conversations to archive them. Gmail has a special feature called '[Send and Archive](#)', which automatically archives a thread as soon as you reply to an email.



**4. Start Unsubscribing.** It's only natural to subscribe to newsletters and daily-deal on a whim. A ton of emails creeps into your 'Promotions' tab, every day. If you are not going to read them, you might very well get rid of them. Any legitimate email will have a visible unsubscribe mechanism, and this is usually a link at the very top of the email. Though this might take some time, it's a great way to make space for valuable marketing emails you do care about.



**5. Organize by Catchy Labels.** Your primary inbox, trash, spam, and draft folders are technically [labels](#) in Gmail. Labels (or folders) help you sort incoming emails into topics you care about. For instance, a 'Finance' label for payslips and account updates from banks. As long as your labels have an intuitive name, you are good to go. You could stop here or go ahead and make your labels catchy by color-coding them. But how do you route your emails into the right label? You'll want to read hack #6 for this.



**6. Get Creative With Filters.** While labels are great for organization, the amount of time it takes to filter your emails (by hand) can be maddening. Through '[Filter](#)' option, you can automatically have certain emails pre-filtered into their respective labels. Let's say, 'C' is your client and he sends you emails frequently to inquire about a project you are working on. Now, you could use a filter to view all the emails from 'C' and move it to the respective folder in one click. Filters are that powerful!



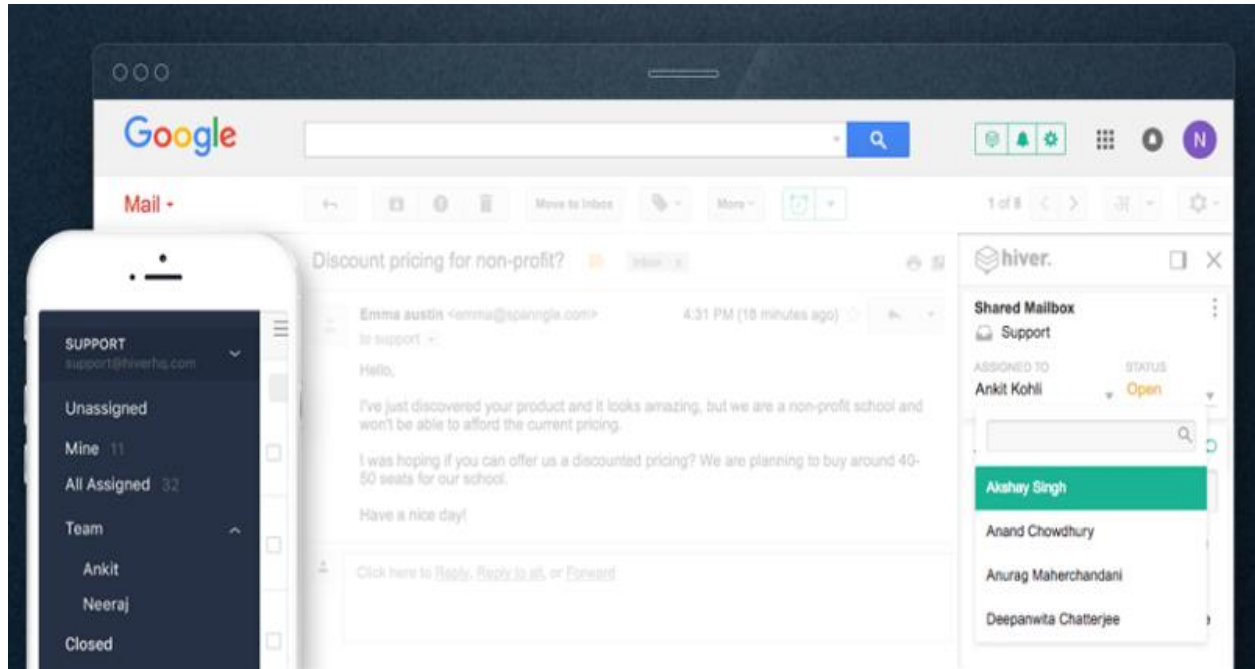
**7. Use Stars as Ranks.** If you are reluctant to pair labels with filters to organize your emails, you might want to learn about stars. You have probably noticed the default yellow stars. They display to the left of the sender's name in your inbox. But did you know that you have up to 12 stars and symbols to choose from? Dip into your general Gmail settings for picking colors to differentiate emails that need a timely or urgent reply, and messages you need to hold for later on in the week.



**9. Delete, Delete, and Delete.** This, by far, is the mantra for a brighter looking email inbox. With all honesty, delete what you don't need or won't act on, and move the rest into labels. If you want to be able to receive new messages, you have to make space for them by deleting your old ones. Screw the guilt and just let go!



**10. Try a Third-Party App.** Work as a team in Gmail. Wait, what? [Hiver](#), a subscription service, lets you transform collaboration with your team and assist clients with a shared team inbox. It works within Gmail, meaning you can share mailboxes and labels with other Gmail or Gsuite users. It also features collision alert, email notes, and templates among many other impressive customer service essentials.



So, which is your favorite Gmail productivity hack? Leave a comment with your ideas!