






**Stuart Snooks**  
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# Revolutionise Your Inbox



	 When	 What	 Where
Principles	Be proactive not reactive	Handle each email only once	Separate complete from incomplete
Processes	Schedule times to check email	Use the 4D methodology	Simplify email folder structure
Platform	Turn off all email alerts	Speed up replies and processing	Harness the power of Search

# Revolutionise Your Inbox

## When

Be proactive, not reactive

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Schedule times to check email

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Turn off all email alerts

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## ? What

Handle each message only once

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Use the 4D methodology

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Speed up processing

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## Where

Separate complete from incomplete

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Simplify email folder structure

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Harness your Search

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