Description of Flow Chart

- Start with opening your inbox, read your emails, and decide if action is required.
- If action is required, decide if you need or want to reply now.
- If action is not required, decide if you need to keep the email. If not, delete the email. If so, label and archive it.
- If action is required, and you need/want to respond now, send your response.
- If no immediate action is required, create a task in your planner to follow up.
- After following up, decide if you need to keep it or not.

*Tip- Color code labels and tasks as another method of organization.