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Keeping an Empty Inbox

This is a companion handout to the Get-It-Done Guy episode of March 3, 2008. It is based on the book *Do It Tomorrow* by Mark Forster. You can find The Get-It-Done Guy at [HTTP://GETITDONE.QUICKANDDIRTYTIPS.COM](http://GETITDONE.QUICKANDDIRTYTIPS.COM) and Mark Forster at [HTTP://WWW.MARKFORSTER.NET](http://WWW.MARKFORSTER.NET).

START WITH AN EMPTY INBOX

1. Admit and Commit. E-mail is a temptation; commit to an empty inbox, daily.
2. Move all current e-mail to a "Backlog" folder.

KEEP YOUR INBOX EMPTY

1. Grab a pencil and paper.
2. Process your entire inbox at one sitting. Look at each message and write down the TO DO arising from the message. Then file or delete it.

Continue until your inbox is empty. At 20 seconds per item, you can get through 100 e-mails in half an hour.

3. Process at least one item from your backlog. Look at it, note the TO DO, then file or delete.
4. Integrate your written list of TO DOS intelligently into your task list.