



Email Inbox

Did you know that as a woman, a cluttered inbox is not only bad for your business, it's also bad for your mental health?

Here are the 5 options you need when getting your inbox to zero and dealing with your email.



READ

BLOG POSTS & NEWSLETTERS



WAIT

FUTURE EVENTS & PROMISES



ACTION

TASKS TO-DO OR DELEGATE



ARCHIVE

TO REFER TO LATER



DELETE

UNSOLICITED OR UN-NEEDED