

QuietSpacing®

Triage! Rescuing Your Inbox

Part I

Workflow

Part II

Setup

Part III

Operation

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 @QuietSpacing

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Look Familiar?



Known to Save Lives – Hmm...



What's In It For Me?

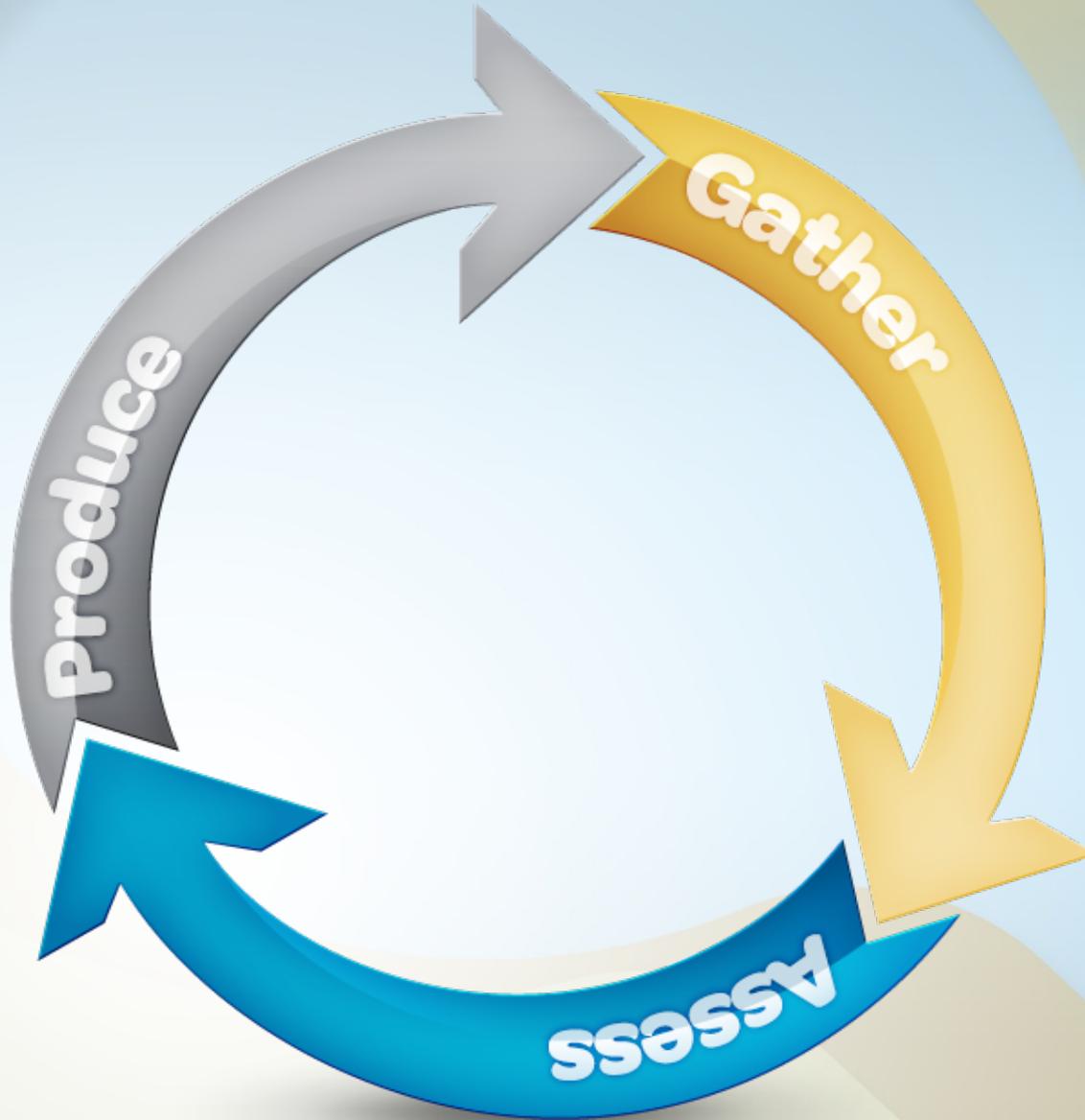
RESPONSIVE

EFFECTIVE

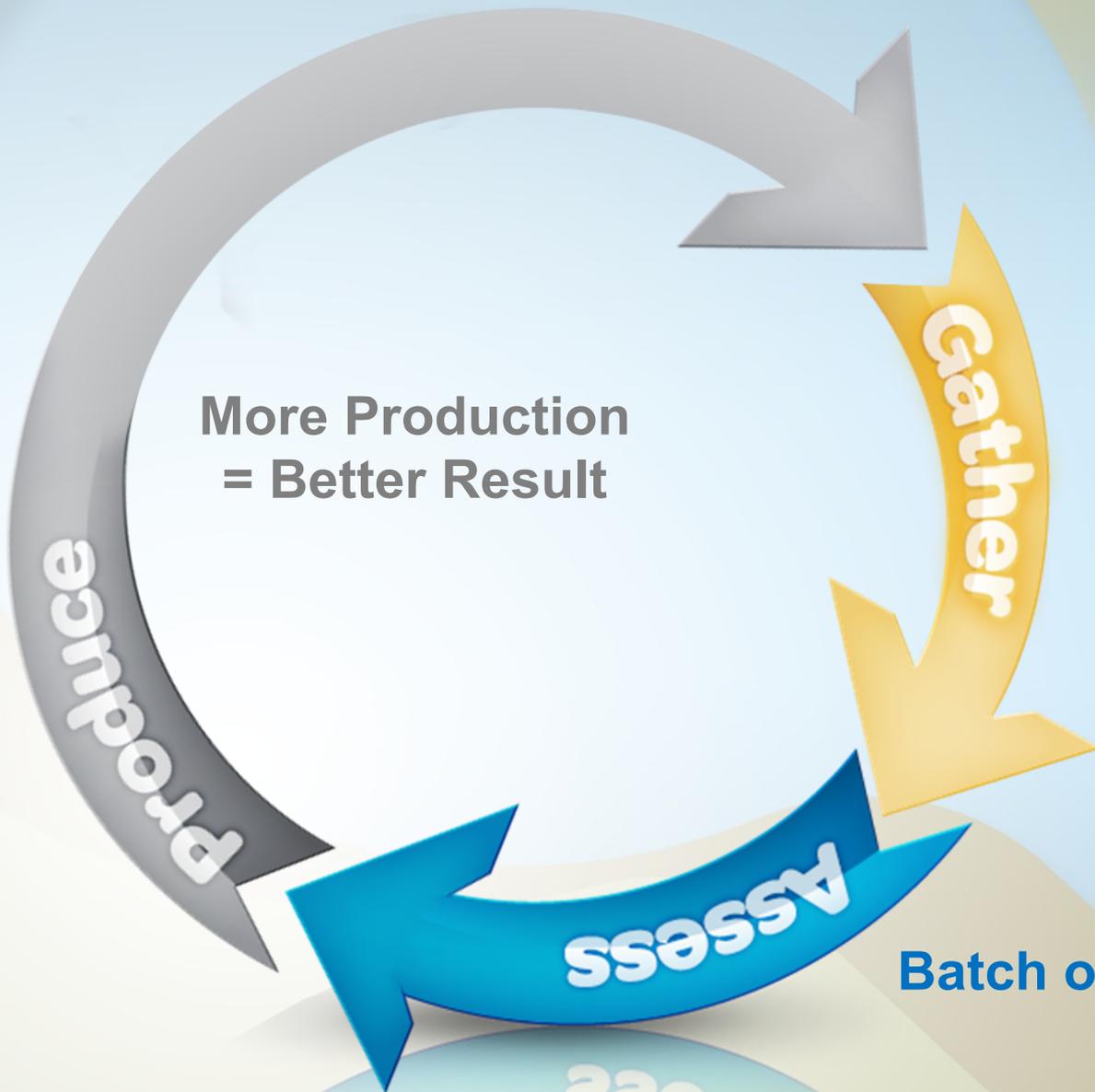
EFFICIENT



Workflow – 3 Steps



Workflow - Optimized



Automatic In
Email = Inbox

Batch of Email = Triage

Input Categories

What Is This Thing?



The Sanity Returns

The screenshot shows a Microsoft Outlook window titled "Inbox - Google Apps - paul@quietspacing.com - Microsoft Outlook". The interface includes a ribbon with "File", "Home", "Send/Receive", "Folder", and "View" tabs. The "Home" tab is active, showing options like "New", "Reply", "Forward", "Delete", "Move", "Rules", "Unread/Read", "Categorize", "Follow Up", "Find a Contact", "Address Book", and "Filter E-mail".

The left sidebar shows the "Favorites" section with folders like "Inbox (16)", "Sent Items", and "Deleted Items (1)". Below that is the "Google Apps - paul@quietspacing.com" section with folders like "EXAMPLE FILING FOLDER", "Drafts (3)", "Sent Items", "Deleted Items (1)", "Archives", "X_Saved Mail", "NSA-TV", "QuietSpacing", "Outdoorsip", "Personal", and "Reprise".

The main pane displays a list of emails. The selected email is from "Bitter Lawyer" with the subject "Bitter Empire | RSS Feed". The email content is visible in the right pane:

Bitter Lawyer
noreply+feedproxy@google.com
Sent: Mon 5/4/2015 11:25 AM
To: paul@quietspacing.com

Bitter Lawyer

- Sleater-Kinney at the Palladium
- Beware Of Dogs. And Snakes. And Sharks. Sort Of.
- Most Ridiculous Celebrity Lawsuit of the Week: Katy Perry's Left Shark Trademark Rejected
- A Band By Any Other Name Might Still Suck As Much
- On Object Permanence In The WWE
- Today In "Why Can't Ladies Just Accept Their Place As Lazy Grifters"
- World Heritage Site Designation Totally Matters, Right? Sadly, No
- April's Playlist To Make Running Suck Less: Classical Edition!
- Story Time: Live Blogging "Vampire Night Bus Pounds My Butt" By Chuck Tingle
- No One Should Stay In A Motel 6. Especially Your Clients

Posted: 04 May 2015 08:31 AM PDT

What's most impressive about *No Cities to Love* is that it's a pretty good statement of purpose, it's not a classic, and it doesn't represent a major proof that it came out a decade after their last album. It could have been would have batted an eye.

And it just doesn't sound like a reunion album. It sounds like the work of

See more about: Bitter Empire | RSS Feed.

4:52 PM: PHL: LAS to SFO - Delta - 16600 - Le Melidens San Fran...

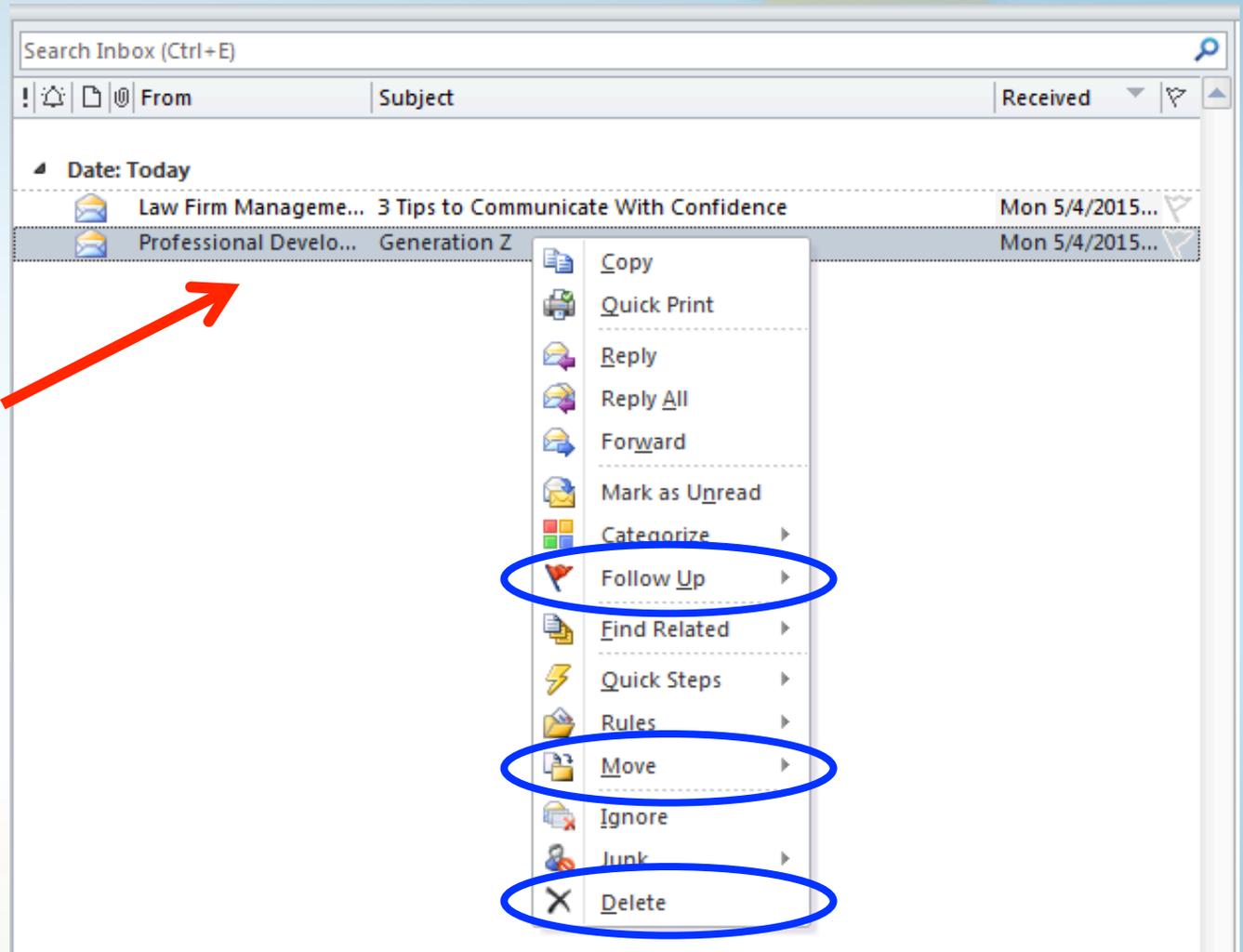
Today: 1 Tasks

Using Outlook



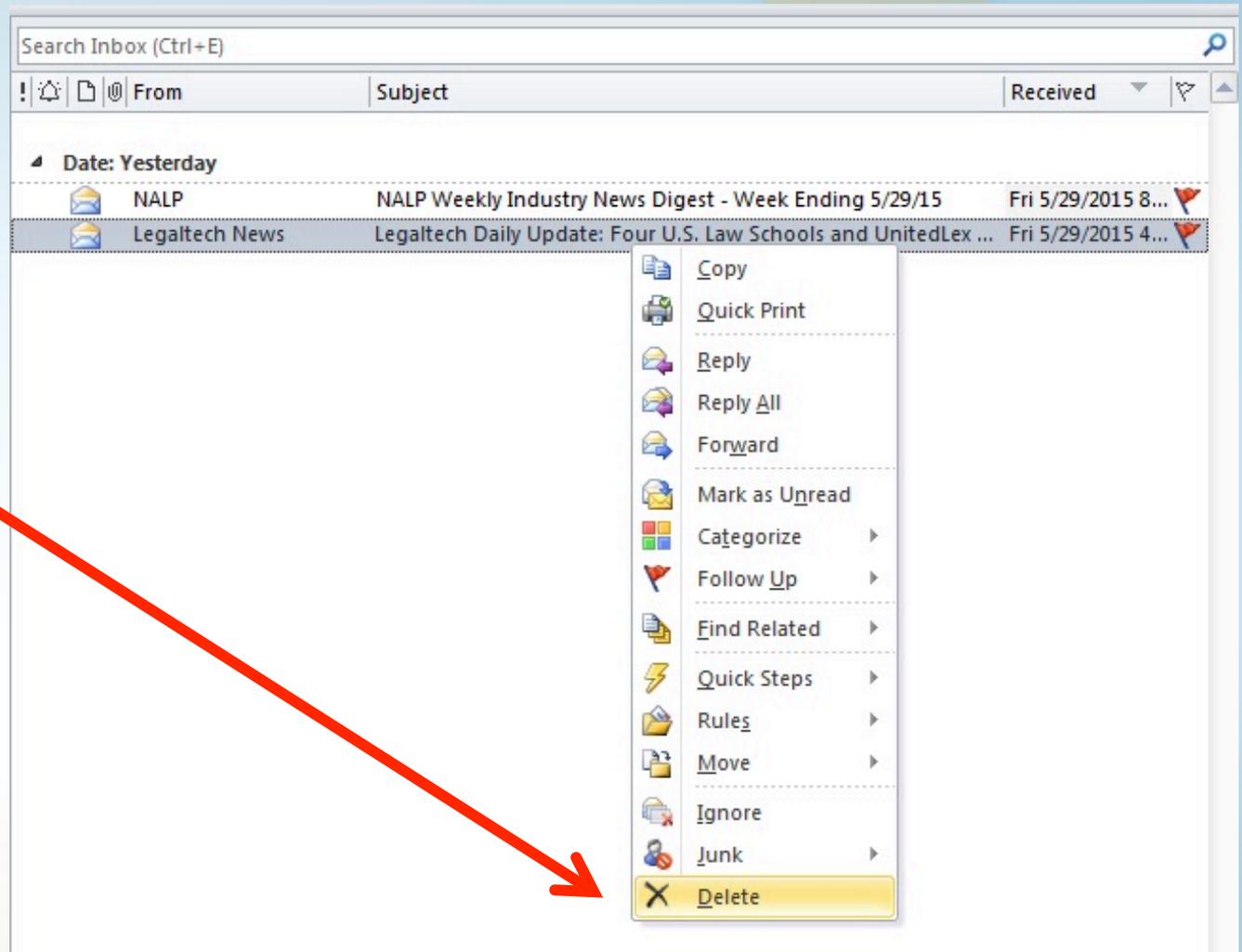
Using Outlook – Right Click Operation

**Right Click on
Each Email**



Using Outlook – Right Click Operation

**Delete the
Trash**



Using Outlook – Right Click Operation

Move the Filing



The screenshot shows the Outlook interface with a right-click context menu open over an email. The 'Move' option is highlighted in yellow. A secondary menu is open, showing a list of folders. A blue circle highlights 'Other Folder...' in the secondary menu, with a blue arrow pointing to a 'Move Items' dialog box. The 'Move Items' dialog box shows a list of folders, including 'Inbox', 'Drafts (39)', 'Sent Items', 'Deleted Items (1)', '[Archived]', 'Calendar', 'Contacts', 'Journal', 'Junk E-mail', 'News Feed', and 'Notes'. The 'Move Items' dialog box has 'OK', 'Cancel', and 'New...' buttons.

Most Recently Used

Using Outlook – Right Click Operation

Queue the Work

Search Inbox (Ctrl+E)

From Subject Received

Date: Today

Law Firm Managem... 3 Tips to Communicate With Confidence Mon 5/4/2015...

Professional Develo... Generation Z Mon 5/4/2015...

- Copy
- Quick Print
- Reply
- Reply All
- Forward
- Mark as Unread
- Categorize
- Follow Up
 - Today
 - Tomorrow
 - This Week
 - Next Week
 - No Date
 - Custom...
 - Add Reminder...
 - Mark Complete
 - Clear Flag
 - Set Quick Click...
- Find Related
- Quick Steps
- Rules
- Move
- Ignore
- Junk
- Delete

Custom

Flagging creates a to-do item that reminds you to follow up. After you follow up, you can mark the to-do item complete.

Flag to: Follow up

Start date: Saturday, May 23, 2015

Due date: Saturday, May 23, 2015

Reminder: Saturday, May 23, 2015

Clear Flag

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today None

Using Outlook – Tasks View

The screenshot shows the Microsoft Outlook interface with the 'Tasks' view selected. The 'View' tab is active in the ribbon, and the 'Start Date' field is highlighted. A context menu is open over the task list, with 'Field Chooser' selected. The 'Field Chooser' dialog box is open, showing the 'Start Date' field selected. The task list is empty, and the 'Due Date', 'Status', and 'Categories' columns are crossed out. A list of six steps is provided on the right side of the screenshot.

1. Tasks > To-Do List
2. View > Start Date
3. Click > Drag > Release
4. Right Click > Field Chooser
5. Click Start Date > Drag > Drop
6. View > Reading Pane > Right/Bottom

What Haven't You Told Me?

**Working in
Tasks View**

**Frequency of
Inbox Checks**

**Work Becomes
Trash or Filing**

Clearing Backlog

**Updating
Flagged Email**

Let's Do This!



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