

Inbox Detox: 30-Minute Checklist

Created by The Modern Admin | The Modern Office ©

Set the Scene (0–5 Minutes)

- Grab a drink, close all other tabs or windows
- Set a 30-minute timer (phone, Alexa, whatever works)
- Switch inbox view to “**Unread First**” or “**Sort by Sender**”
- Mute notifications — this is your focus time

💡 *Goal: Get ready to clean with no distractions.*

Folder Power (15–25 Minutes)

- Create or refresh these simple folders:
 - **To Reply** – needs your response
 - **Clients / Projects** – work-related or income-generating
 - **Admin / Receipts** – confirmations, invoices, reports
 - **Read Later** – optional; clean weekly
 - **Archive** – everything else
- Drag and drop flagged emails into folders
- Archive everything left in your main inbox

💡 *Goal: Every email now has a home.*

Automate & Maintain (25–30 Minutes)

- Set up filters:
 - Invoices » “**Admin / Receipts**”
 - Newsletters » “**Read Later**”
 - Clients » “**Projects**”
- Add color labels for easy scanning
- Schedule “Inbox Detox Friday” (10 minutes weekly)
- Empty trash and spam
- Take a deep breath — you did it! 🎉

💡 *Goal: Keep your inbox clean without starting over again.*