

Chaotic Times

Organised Chaos Newsletter

"Helping you to
clear clutter and
feel -

Better!"

Issue - November 2010
'De-clutter your inbox'

Dear Friends of Organised Chaos

Welcome to the November edition of **Chaotic Times!**

Over the last month or two it has become apparent that lots of you struggle to manage your e-mail. What do I mean by this? Basically that your inbox is overflowing with mail. Some of it has been actioned - some of it hasn't. But, the likelihood is that you've lost track because the list of e-mails is so long you have to scroll down several pages to get to the end.

Sound familiar?

Think of your inbox as a giant filing cabinet. If you just allow the e-mails to amass there without sorting them, your filing cabinet is not being used to best effect.



Imagine a filing cabinet which has just been randomly stuffed with paperwork. How would you find *the* sheet of paper you need? Your e-mails arrive randomly and will normally appear in date and time order in a list. When you need to check one you'd have to remember when you received it - I think that's a pretty tall order!

Fortunately, there are much easier ways to cope with e-mails!

First rule of e-mail - delete, delete, delete!

What are you keeping all those old e-mails for? If they need answering, then answer them - but after that, the chances are that you don't need to keep them. So work your way down that never ending list and simply ditch the ones that you don't need or are out of date as far as content is concerned. An example would be an invitation to have lunch with your friend - 6 months ago!

You get the gist.



Give Junk e-mails the boot!

Dealing with messages you want and need is one thing. Dealing with unsolicited e-mails is another matter. If left unchecked, managing these e-mails can become a full time job.



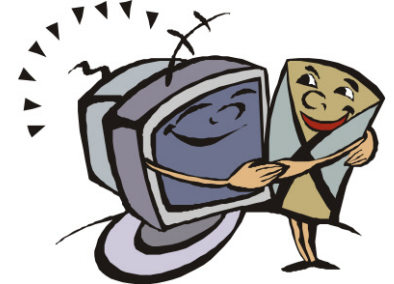
I recently took advice on the subject and now my inbox is much clearer thanks to a service I've subscribed to via the company that hosts my website. Other options include subscriptions to either [Spamfighter](#), recommended by Neil Barrett of [Keba Computers](#), or [Spamarrest](#).

My husband has used Spamarrest for some time now and it costs around £30 a year. Check out the websites above to see what's best for you.

Third rule of e-mail - create sub-folders

In an ideal world we would read our e-mails, deal with them and then delete them. For various reasons this isn't always possible or even desirable. What tends to happen with the retained e-mail messages is that they become numerous and unmanageable.

The best way round this is to create a mini 'filing' system for e-mails by creating additional folders. For domestic use you could have folders for family members, or subjects such as 'health' and 'finance'. If you're in business you might need a folder for each customer. These are just suggestions and each person will have different requirements, but you get the idea.



In Outlook Express click on File/New/Folder and a drop down box appears. Type in a meaningful name for your new folder. You then have to decide where to place your folder. Basically it will be a sub-folder of one of the existing ones. Outlook Express presents the existing list so you can decide the best location. This is a bit fiddly but don't worry, it's possible to drag and relocate or even delete folders if you're not happy with the results.

Finally, for those of you in business who are swamped every day by e-mails, here's an option you may not have considered.

[Gaynor Collins of Virtual Office Solutions](#) says,

"Ever thought about letting someone else manage your inbox? E-mail accounts can be logged into remotely (providing the person logging on has your email address and password) and your emails can then be organised and monitored for you. Junk mail can be deleted and e-mails moved into appropriate folders so that your inbox is organised. Anything urgent can be flagged up or telephoned through to you if you are out of the office".

Contact Gaynor on 01327 311744

Gaynor and I have shared clients, and the combination of virtual and on-site support ensures that your office is no longer a place of stress!

Well, that's a few suggestions for something to do on a dreary autumn day!

If you would like some help sorting out new folders and don't feel confident to tackle this on your own, please give me a call. I can sit with you and talk you through the different processes. By the end of the session, I guarantee you'll be able to manage this yourself, with ease!

*Best regards,
Judith*

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