

Tame Your Email Clutter

Step 1 - Write Down All Email Accounts & Passwords

EMAIL ADDRESS	PASSWORD

Step 2 - Arrange all your email addresses from least used to most used

NO	EMAIL ADDRESS
<i>1</i>	
<i>2</i>	
<i>3</i>	
<i>4</i>	
<i>5</i>	
<i>6</i>	
<i>7</i>	
<i>8</i>	

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Option 1 - Keep Your Email Address

ACTIONS	CHECK
Step 4 - Unsubscribe from all unwanted newsletters	
Step 5 - Clear out your:	
- SPAM	
- Drafts	
- Trash	
- Sent Mails	
Step 6 - Organize your folders	
Step 7 - Get to inbox 0	
Step 8 - Rinse and repeat for each of your email addresses	
Step 9 - You have made it and can now proceed to step 13	

Option 2 - Delete Your Email Address

ACTIONS	CHECK
Step 10 - Make sure your email account is not linked to any important services or profiles.	
Step 11 - Go through all the emails in the account to check for important information you might need for the future.	
Step 12 - Delete the email account.	
Step 9 - You have made it and can now proceed to step 13	

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Step 13 - Maintain Your Email Inbox

1. *Unsubscribe regularly.*
2. *Clear out your spam, drafts, and trash, regularly.*
3. *Arrange your emails by date.*
4. *Check newsletter and social media settings.*
5. *Use your folders.*
6. *Explore your email settings*

*Now you can enjoy a clutter-free inbox without
all the hard work.*

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