TAME YOUR INBOX:
CREATE A SYSTEM THAT STICKS

Companion to Deep Focus, Fewer Fires

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Stop reacting to email and start running it on your terms.

Your inbox isn't really a message problem. It's a decision problem. Every email sitting there is a choice you haven't made yet, and the pile grows because making those choices one at a time, all day, is exhausting. This session turns that into a system.

Attendees learn **OHIO, Only Handle It Once,** a principle Marcey's taught for over a decade, adapted from paper mail for the inbox: delete, delegate, reply, archive, or task; nothing sits undecided. From there, the session sets the norms that keep it that way: a deliberately set reply-all policy, subject lines that route work before anyone opens the email, and a communications matrix that matches each type of message to the right channel, purpose, and response time.

Attendees leave with one real piece of their new system worked out and ready to use: a filter, a template, or a categorized inbox. Not a list of good intentions.

Takeaways

- **OHIO, Only Handle It Once: a simple rule for never touching the same email twice.**
- **A five-way sort to delete, delegate, reply, archive, or task, so nothing sits undecided.**
- **A communications matrix across five axes: type, channel, purpose, response time, and participants, so nobody's guessing which tool a message belongs in.**
- **Team norms, decided intentionally: reply all, copying, and tone.**
- **One real piece of the system, worked out and ready to use: a filter, a template, or a categorized inbox.**

"I cannot believe how much I was missing out on in Outlook! I'm already enjoying the focused/other inbox and the favorites."
– Briana Reif, Marketing and Growth Specialist, Galasso Learning Solutions

Format: Breakout or training.

Pairs well with: *Deep Focus, Fewer Fires, or a fuller program. Fully bookable on its own.*