HOW TO TAKE CONTROL OF YOUR EMAIL INBOX

Emails come in frequently and it is easy to get overwhelmed or forget important items. Getting organized in your inbox can help establish structure.

BOOKMARK THE EMAIL LOGIN

- Allows easy access to your inbox
- To bookmark a page or link:
  - Open your web browser and go to the page you want to bookmark
  - "Bookmark" the site by selecting the bookmark option in the toolbar, or using the star symbol (depending on your web browser)
  - Choose where to categorize the website
  - Click "Add"
- A password manager option can be used to save your login credentials and ease the sign-in process.
  - Here are some free password managers you could use:
    - LastPass, Firefox Password Manager, Keychain (Free on IOS) & Roboform

SET UP LABELS TO MATCH DIGITAL FILES

▾ Mail
- EDCO 503
- EDHP 593A
- EDUC 661 ⋮
- USC Internship
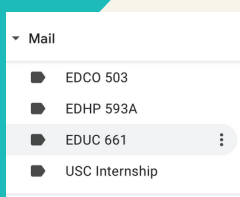
- Most email platforms allow users to create labels and assign them to emails. Labeling your emails helps with organization and retrieving old emails quickly.

- Matching labels to extracurriculars, work, and specific classes can help find emails easily and efficiently.

L.A.T.T.E.S

When processing emails, you can give each email an option below:

L-abel the email to a specific area of your life (see above).

A-rchive instead of deleting in case the email is needed in the future.

T-wo-minute rule: if the email can be resolved in under two minutes, take care of it immediately, otherwise convert it into a TASK, EVENT, or SNOOZE to be addressed later (see below).

T-ask: schedule a time to complete the email task at a convenient time. If the task requires additional information, you can use the pin or flag function in your inbox. Also, task-scheduling an email is a handy way of keeping track of items you want to respond to or read later.

E-vent: enter as an event into your calendar.

S-nooze: if you are unsure how to deal with the email, you may want to schedule a time in a few days to answer it. Snoozing an email means that it will disappear for a while and then return back to the top of your inbox at a time you pick, as though you are receiving it all over again.

SOURCE:

Susan Kruger, M. E. (2021). 3 Digital Skills that Ease Learning (and life) for Students with ADHD. ADDitude. Retrieved from: https://www.additudemag.com/digital-skills-learning-productivity-students-adhd/?utm_source=eletter&utm_medium=email&utm_campaign=school_november_2021&utm_content=111021&goal=0_d9446392d6-faf217605c-298795773