

# Inbox Zero Checklist for Busy Assistants

Use this checklist to keep your inbox—and your executive's—in control. Follow these steps daily to cut clutter, stay organised, and maintain focus.

Step	Key Actions
Filter & Organise	<ul style="list-style-type: none"><li>- Set up rules for newsletters, notifications, and CCs</li><li>- Create VIP/priority folders for key senders</li></ul>
Apply the 2-Minute Rule	<ul style="list-style-type: none"><li>- Handle quick replies or approvals immediately</li><li>- Move bigger tasks to a 'To Action' folder</li></ul>
Use the 4D Method	<ul style="list-style-type: none"><li>- Delete: Remove spam/duplicates</li><li>- Delegate: Forward to the right person</li><li>- Defer: Move to 'To Action' with deadline</li><li>- Do: Complete now if possible</li></ul>
Batch Email Time	<ul style="list-style-type: none"><li>- Block 2–3 inbox sweeps daily</li><li>- Mute notifications between sessions</li></ul>
Shared Inbox Management	<ul style="list-style-type: none"><li>- Flag what your executive must see</li><li>- Draft replies for approval</li><li>- Summarise priority messages in a brief</li></ul>
Leverage Tools	<ul style="list-style-type: none"><li>- Use canned responses/templates</li><li>- Try AI assistants for quick drafting</li><li>- Use scheduling/snooze features</li></ul>
Daily Sweep	<ul style="list-style-type: none"><li>- Clear inbox into Action, Archive, or Done</li><li>- Review tomorrow's calendar</li><li>- Leave inbox clean for a fresh start</li></ul>