

Control your Inbox

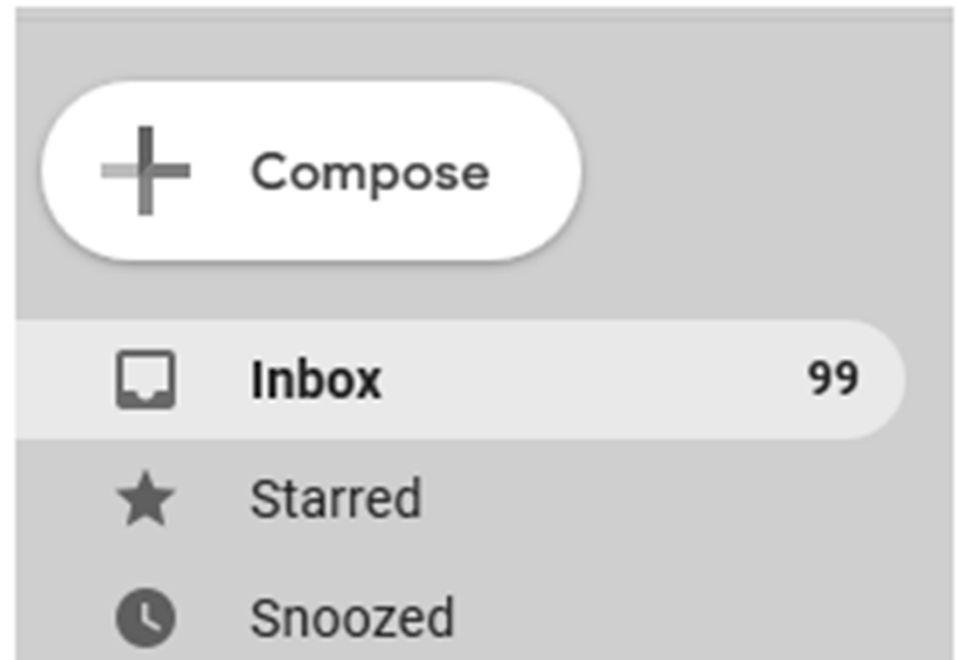
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How much is too much?

When you:

1. Can't find anything easily
2. Miss important notifications
3. Ignore the whole mess and want to create a new email account.





You are not alone

281 billion emails sent every day in the US

49.7% of email is spam

2.3% of emails have a malicious attachment

Worst US companies for spam (2015 data):

Groupon - 388 emails sent on avg per user

LivingSocial - 363 emails sent on avg per user

Facebook - 310 emails sent on avg per user

Meetup - 199 emails sent on avg per user

J. Crew - 175 emails sent on avg per user

Twitter - 173 emails sent on avg per user

Victoria's Secret - 160 emails sent on avg per user

LinkedIn - 157 emails sent on avg per user

Gilt - 155 emails sent on avg per user

Kohls - 154 emails sent on avg per user

Banana Republic - 145 emails sent on avg per user

Gap - 139 emails sent on avg per user

Old Navy - 137 emails sent on avg per user

Bed Bath & Beyond - 135 emails sent on avg per user

Target - 120 emails sent on avg per user



Let's fix this!

Identify what to keep

Identify what to filter, delete, file or archive

Unsubscribe as much as possible

Unsubscribe as much as possible

Unsubscribe from all Cornell Lab electronic communications

Turn off app notifications, especially Facebook and games.

Notifications Settings

 On Facebook

All notifications, sounds off

 Email

To turn off a specific email notification, just click the unsubscribe link at the bottom of the email.

WHAT YOU'LL RECEIVE

- All notifications, except the ones you unsubscribe from
- Important notifications about you or activity you've missed
- Only notifications about your account, security and privacy

LIVE VIDEO SETTINGS

- Turn off email notifications about comments added to your live video conversations
- Turn on email notifications about comments added to your live video conversations

OFFER SETTINGS

- Turn off email notifications about offers you have saved
- Turn on email notifications about offers you have saved

NOTIFICATIONS YOU'VE TURNED OFF

Messages

“Star” the most critical emails
you know you must keep:

- Resumes
- Airplane tickets
- Job offers



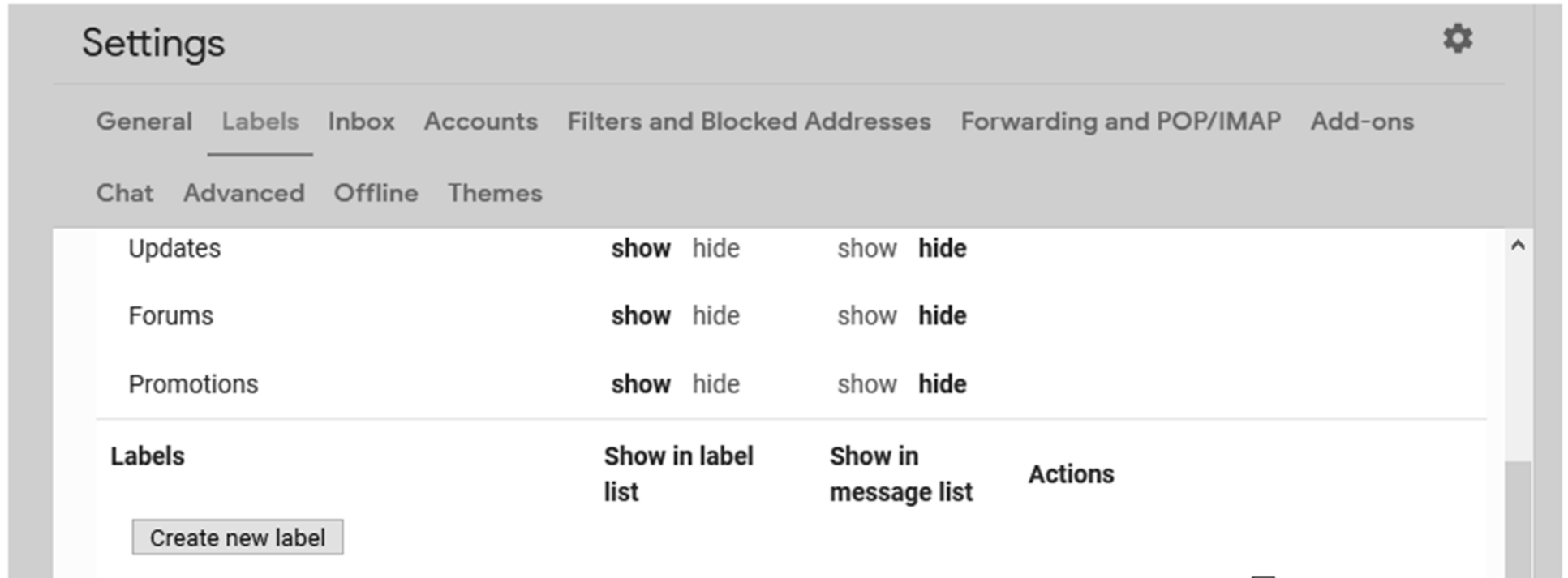
Skokie Public Libra.

Divide your Gmail into :

- Primary
- Social
- Promotions
- Forums

The screenshot displays the Gmail interface. At the top left, there is a hamburger menu icon, a Gmail logo, and a search bar labeled "Search mail". On the right side of the top bar, there are icons for a grid, a notification bell, and a profile picture. Below the top bar, the left sidebar contains a "Compose" button and a list of folders: "Inbox" (49), "Starred", "Snoozed", "Sent", "Drafts" (2), and "More". The main content area shows the "Primary" tab selected, with a "Social" tab (2 new) and a "Promotions" tab (50 new). The "Social" tab is active, showing a list of emails from "YouTube". The first three emails have the subject "Your password changed" and the sender "Hi Martha, The password for y...". The fourth email has the subject "Improvements to our Privacy Policy and Privacy Controls" and the sender "mnelson5215@gma...". The top right of the main area shows "1-50 of 55" and navigation icons. The right sidebar contains icons for a calendar, a search icon, a checkmark, and a plus sign.

Use folders, files, tags, and rules to sort automatically important emails



The screenshot shows the Gmail Settings interface. At the top, the 'Settings' title is on the left and a gear icon is on the right. Below this is a horizontal menu with tabs: 'General', 'Labels', 'Inbox', 'Accounts', 'Filters and Blocked Addresses', 'Forwarding and POP/IMAP', and 'Add-ons'. The 'Labels' tab is selected and underlined. Below the menu are more tabs: 'Chat', 'Advanced', 'Offline', and 'Themes'. The main content area is divided into two sections. The top section lists 'Updates', 'Forums', and 'Promotions', each with 'show' and 'hide' options. The bottom section is titled 'Labels' and contains a 'Create new label' button. Below the button is a table with columns for 'Show in label list', 'Show in message list', and 'Actions'. The table content is partially obscured by a vertical scrollbar on the right.

Labels	Show in label list	Show in message list	Actions
<input type="button" value="Create new label"/>			

Become an email search ninja

 category:updates label:unread



Keep in mind:

Some of these strategies work better with different email providers. Or browsers.

Email providers update often.
Features improve and become more powerful.

Getting Things Done the art of stress-free productivity

from the New York Times bestselling author

David Allen



Unsubscribe

HOW TO KILL EMAIL ANXIETY,
AVOID DISTRACTIONS,
AND GET REAL WORK DONE

JOCELYN K. GLEI

Manage yourself

- Reduce distraction - check email only at specific times
- If the email takes less than 2 minutes to reply, reply immediately.
- If it requires careful reading, put it on your to-do list.

Manage yourself

File your email:

- Action Items
- Waiting
- Reference
- Archives

Thank You

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