



Inbox Zero

Skills for the Busy Faculty Member:
Time Management and Organization

Jan 10, 2023

Michelle “Mimi” T. Cabrera, MD

Associate Professor, Ophthalmology, UW SOM

Technology



INBOX ZERO



Objectives

Inbox Zero – The Philosophy

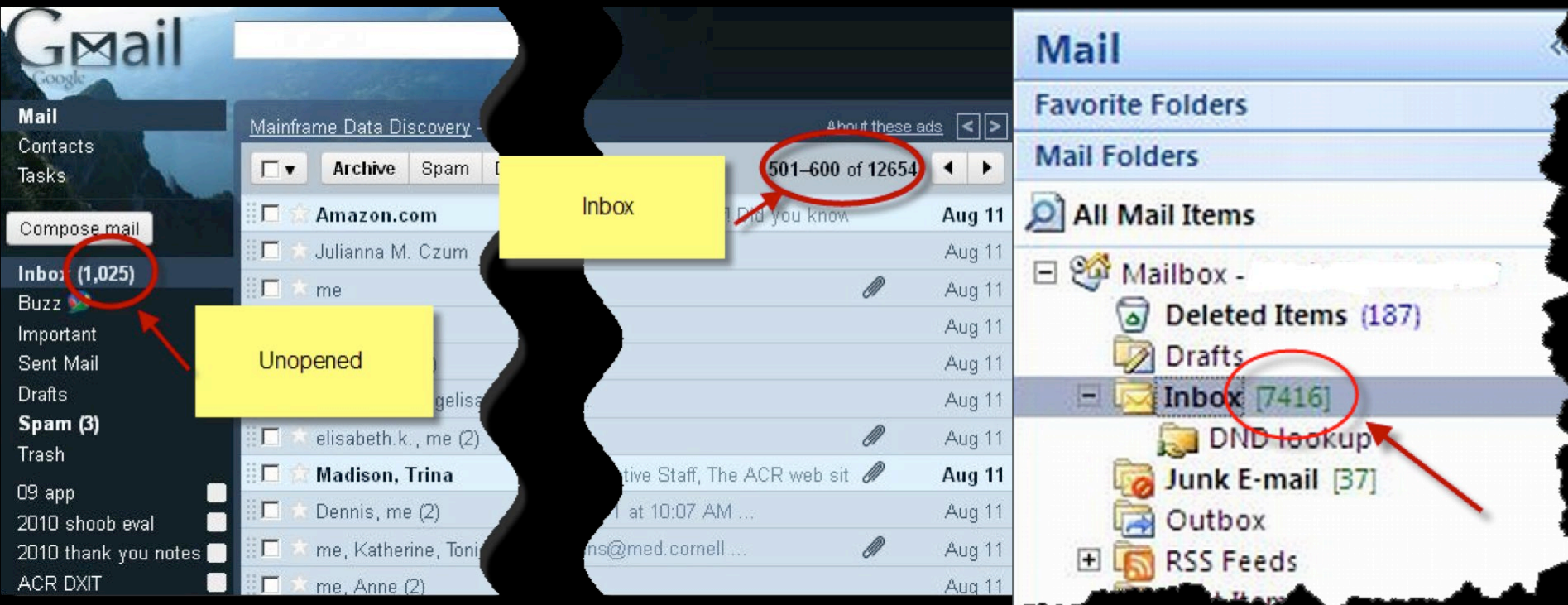


How To Get To Inbox Zero

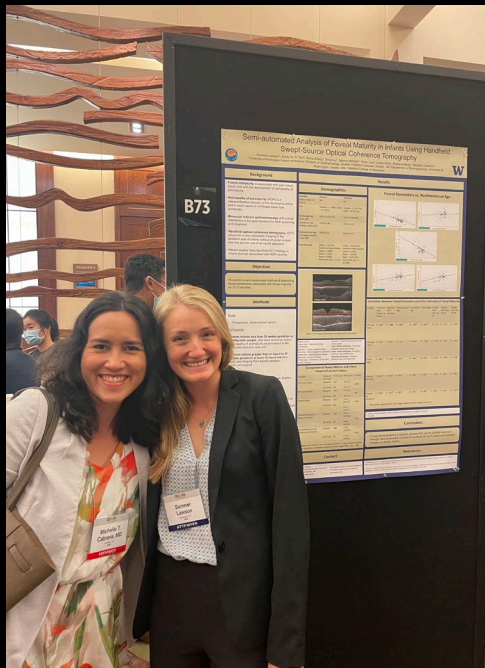


Embracing “Inbox Zero” as a state of mind

Inbox Count



Do you feel present?



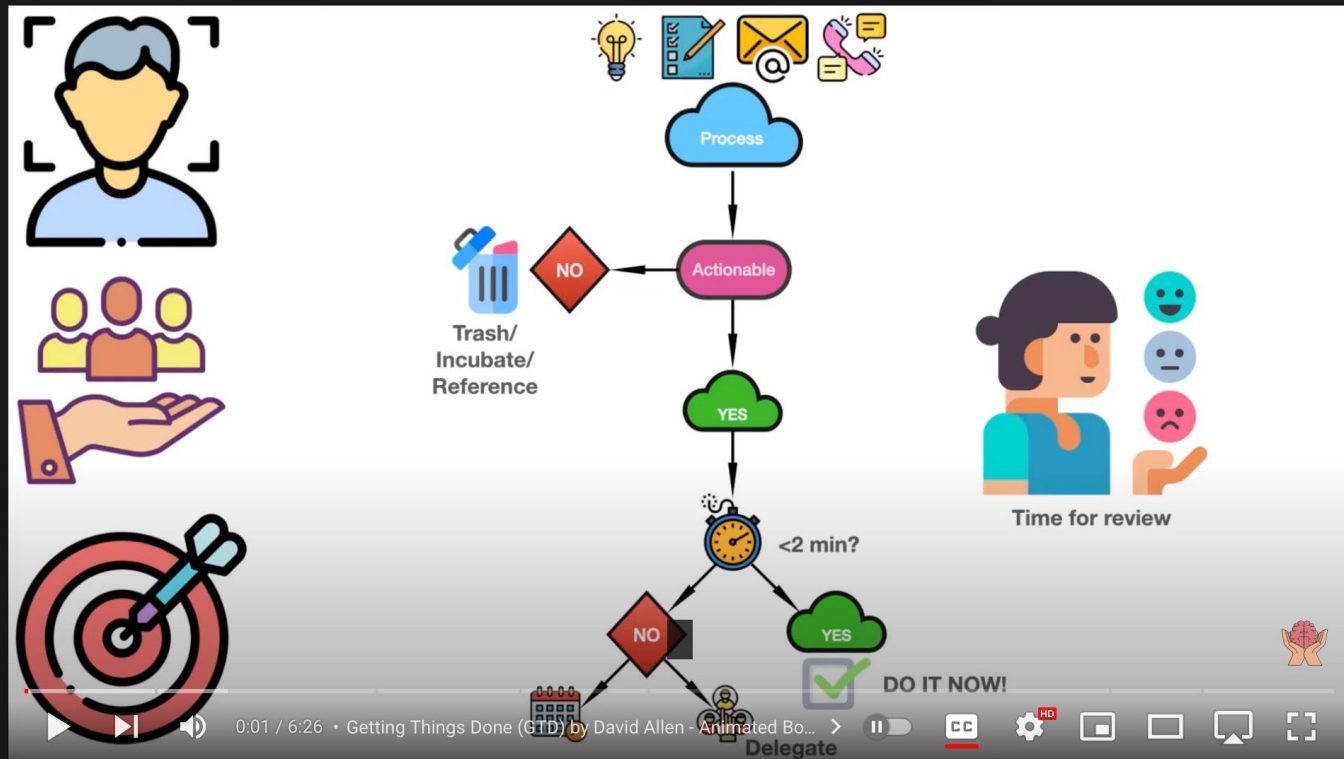
Marie Kondo: Decluttering focuses your life on what matters



INBOX ZERO

- DELETE!
- Delegate
- Defer
- Do





SEATTLE

Getting Things Done (GTD) by David Allen - Animated Book Review and my approach

1,502 views • Feb 22, 2021

32 DISLIKE SHARE SAVE ...



Puneet Bhargava
391 subscribers

ANALYTICS

EDIT VIDEO

Achieving Inbox “Nirvana”

Stop living in your inbox!

Turn off push notifications and check for new email 1-2 times/day

Archive old email

Remove old, distracting emails from your inbox

Prioritize your email

Separate actionable email from others

Work through the remaining
emails using GTD principles

Celebrate!

Tips to manage your inbox

1. Archive old email

- >3 months or whatever you are comfortable with
- Move to a separate folder

2. Deal with Spam

- Block
- Set up Rules and if using Outlook learn the Sweep function

3. Triage your Inbox

- Top to bottom
- <2-minute task? DO IT NOW!
- Delete most
- Save a few to folders
- SNOOZE
- Delegate

Inbox Zero is Not a Perfect System

It's a state of mind



Audience Response

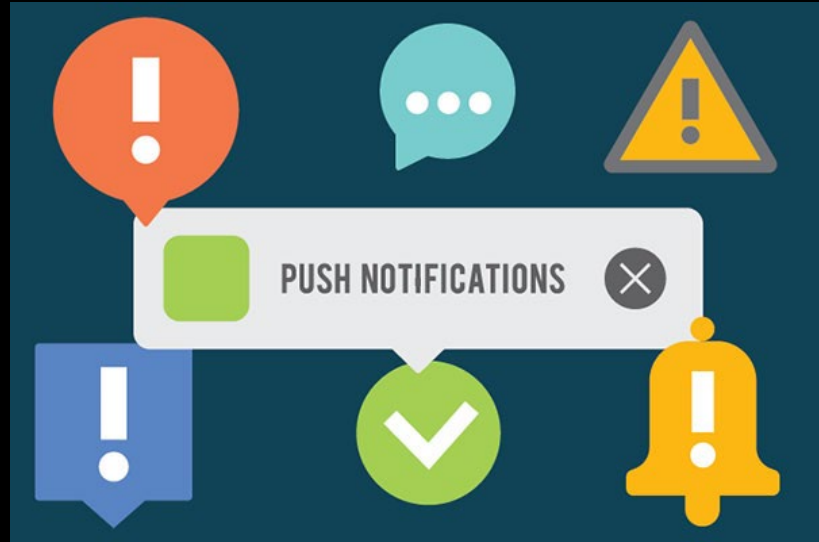
- What time management tools have you found most useful?

REVIEW



Turn Off Notifications

- Stop being reactive
- Stay focused



Turn off notifications in Outlook

The screenshot displays the Microsoft Outlook application interface. On the left, the navigation pane shows folders like Favorites, Deleted Items, and a list of folders including Inbox, Drafts, Sent Items, Snoozed, Deleted, Junk Email, Archive, Notes, ABR, ACR, ACW, Adobe, AI, Amazing emails, Antonio West..., ARRS, AUR, ACER, FAUR, Benefits, and Bin. The main pane shows a list of emails, with the selected email titled "Administering this flu vaccine can be easy" from AstraZeneca. The right-hand Settings panel is open, showing options for Theme, Dark mode, Focused Inbox, Display density, and Conversation view. A red arrow points to the gear icon in the top right corner of the Outlook window, and another red arrow points to the "View all Outlook settings" link at the bottom of the Settings panel.

Outlook

Search

New message

Delete Restore Junk Move to Categorize

Radiology Faculty Meeting Tomorrow 12:00 PM https://w

Deleted Items Filter

Recover items deleted from this folder (224 items)

Editor - Open Journal of Public Health

Request for January Edition: De... 1:20 PM

Dear Dr. Bhargava Puneet, Warm wishes fr...

AstraZeneca

Administering this flu vaccine c... 1:16 PM

Learn more about this unique flu vaccinati...

UW Information Technology

Protect your UW NetID and W... 1:11 PM

UW Information Technology| Protect your ...

Sarcoma Path Conference

FINAL Wednesday RP Confere... 12:58 PM

Good Afternoon, Total Cases: 6 Max: 10 Re...

Betty Lanman via Radiology_faculty

> Reminder: Radiology Fa... (3) 12:07 PM

Your reminder for Radiology Faculty Meeti...

Journal of Radiology & Radiation Therapy

Dear Dr. Bhargava P, Disseminat... 11:55 AM

Journal of Radiology & Radiation Therapy ...

Orpheus Kolokythas

MR - 4D Vane 11:31 AM

Dear all, We are getting more experience ...

New Clinical Science Surveys

Dr. Bhargava, Short Survey for... 11:21 AM

Share your thoughts. You could win \$200.*...

Administering this flu vaccine can be easy

Some content in this message has been blocked because the sender isn't in your Safe senders list.

I trust content from az@e.astrazeneca-us.com. | Show blocked content

AstraZeneca <AZ@e.astrazeneca-us.com>

Tue 1/11/2022 1:16

To: Puneet Bhargava

Browser Version | Unsubscribe

View complete Prescribing information, Indication, and Important Safety Information.

For the prevention of influenza in persons 2-49 years of age.¹

Offer FLUMIST QUADRIVALENT – the only intranasal needle-free flu vaccine^{1,2}

Patient administered FLUMIST

FLUMIST can be easy to administer³ – SEE HOW >>

Request your demo doses! 1-800-221-1638

LOCK IN YOUR DISCOUNT PREBOOK FLUMIST NOW >>

IMPORTANT SAFETY INFORMATION

- FLUMIST QUADRIVALENT is contraindicated in persons who have had a severe allergic reaction (eg, anaphylaxis) to any vaccine component, including egg protein, or after a previous dose of any influenza vaccine, and in children and adolescents receiving concomitant aspirin or aspirin-containing therapy

Settings

Search Outlook settings

Theme

View all

Dark mode ⓘ

Focused Inbox ⓘ

Display density ⓘ

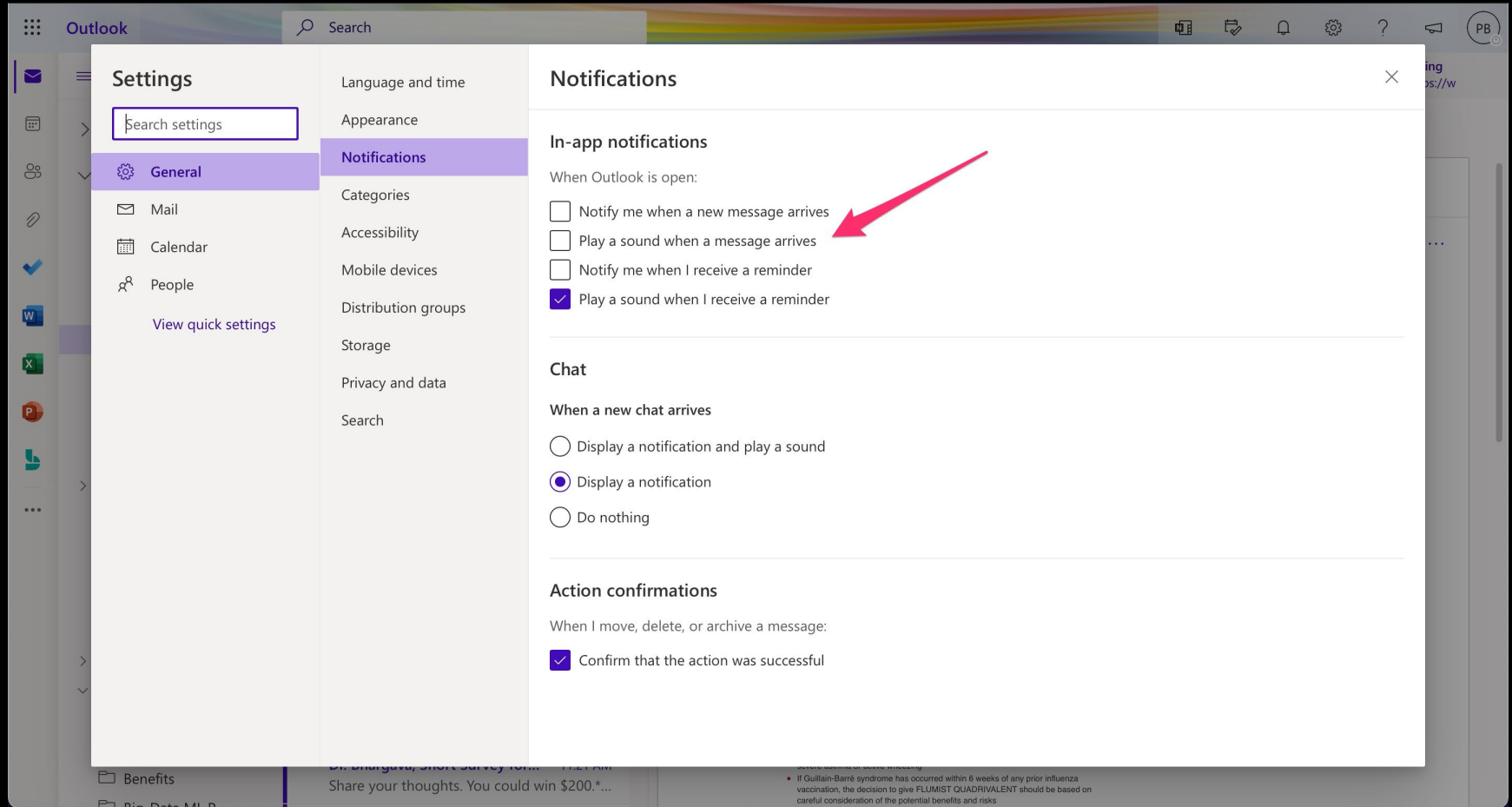
Full Medium Compact

Conversation view ⓘ

Newest on top

View all Outlook settings

Turn off notifications in Outlook



The screenshot shows the Outlook application interface with the Settings pane open. The 'General' category is selected in the left sidebar. The 'Notifications' section is highlighted in the middle pane. The 'In-app notifications' section is expanded, showing three options: 'Notify me when a new message arrives', 'Play a sound when a message arrives', and 'Notify me when I receive a reminder'. A red arrow points to the 'Play a sound when a message arrives' checkbox, which is currently unchecked. The 'Action confirmations' section is also visible, showing a checked option for 'Confirm that the action was successful'.

Settings

Search settings

General

- Mail
- Calendar
- People
- [View quick settings](#)

Language and time

Appearance

Notifications

Categories

Accessibility

Mobile devices

Distribution groups

Storage

Privacy and data

Search

Notifications

In-app notifications

When Outlook is open:

- ☐ Notify me when a new message arrives
- ☐ Play a sound when a message arrives
- ☐ Notify me when I receive a reminder
- ☒ Play a sound when I receive a reminder

Chat

When a new chat arrives

- ☐ Display a notification and play a sound
- ☒ Display a notification
- ☐ Do nothing

Action confirmations

When I move, delete, or archive a message:

- ☒ Confirm that the action was successful



Keep Email Closed
Unless you are acting on it

Spam

/spam/

def: Unwanted and unsolicited email
sent by automatic messaging software
on the internet.

Block Sender

- Cut down on unwanted email



Block in Outlook

The screenshot displays the Outlook web interface. On the left, the navigation pane shows folders like 'Deleted Items' (520) and 'Junk Email'. The main pane shows an email from 'AstraZeneca <AZ@e.astrazeneca-us.com>' dated 'Tue 1/11/2022 1:16 PM'. The email content includes a link to 'Prescribing Information, Indication, and Important Safety Information' and a promotional banner for 'FLUMIST QUADRIVALENT – the only intranasal needle-free flu vaccine^{1,2}'. A context menu is open over the email, showing options like 'Delete', 'Restore', 'Move', 'Copy', 'Categorize', 'Mark as read', 'Flag', 'Security options', 'View', 'Advanced actions', 'Mark as junk', 'Block', and 'Phishing'. A red arrow points to the 'Block' option. Another red arrow points to the 'Security options' option, which is also highlighted. The 'Block' option is highlighted in blue.

Items)

Editor - Open Journal of Public Health

Request for January Edition: De... 1:20 PM

Dear Dr. Bhargava Puneet, Warm wishes fr...

AstraZeneca

Administering

Learn more al

Delete

UW Informat

Protect your

UW Informati

Move

Sarcoma Patf

FINAL Wedne

Good Afterno

Categorize

Betty Lanmar

Mark as read

Flag

Security options

Mark as junk

View

Block

Advanced actions

Phishing

I trust content from az@e.astrazeneca-us.com. | Show blocked content

AstraZeneca <AZ@e.astrazeneca-us.com>

Tue 1/11/2022 1:16 PM

To: Puneet Bhargava

[Browser Version](#) | [Unsubscribe](#)

View complete [Prescribing Information](#), [Indication](#), and [Important Safety Information](#).

For the prevention of influenza in persons 2-49 years of age.¹

Offer FLUMIST QUADRIVALENT – the only intranasal needle-free flu vaccine^{1,2}

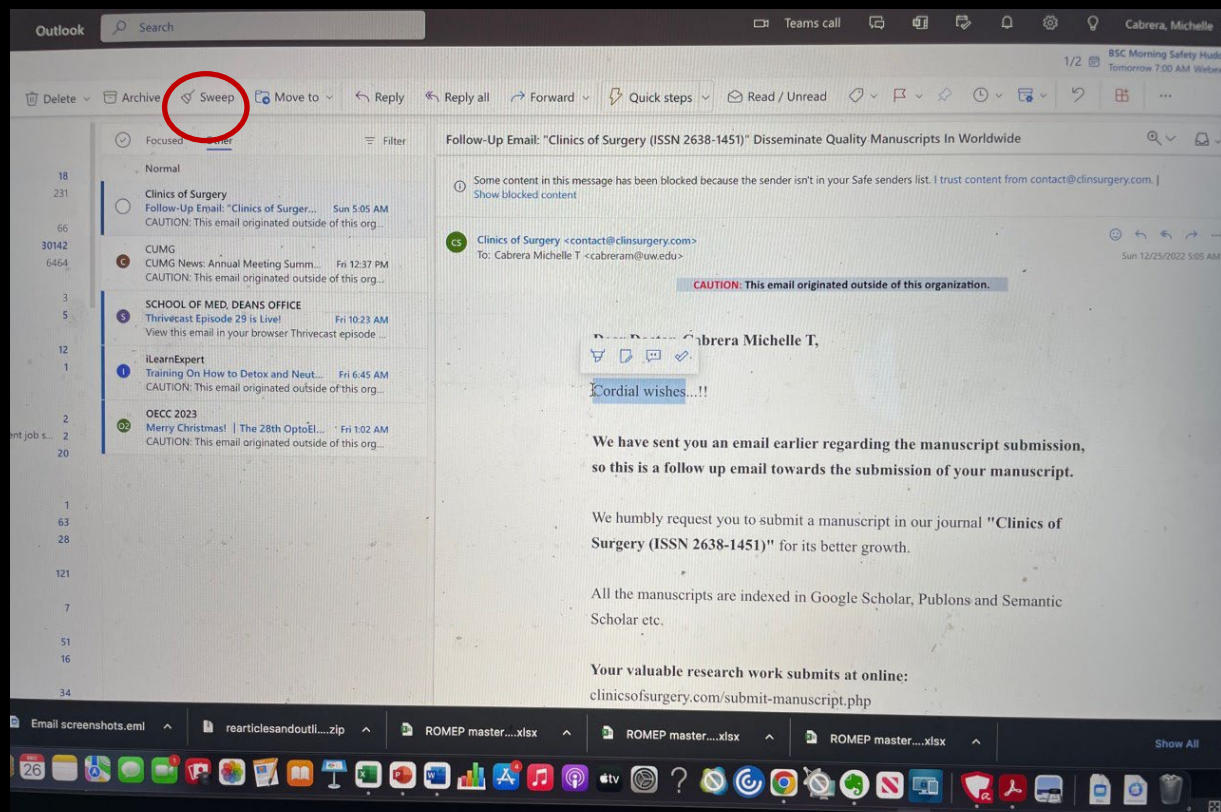
ient administered FLUMIST

FLUMIST can be easy to administer³ – SEE HOW >>

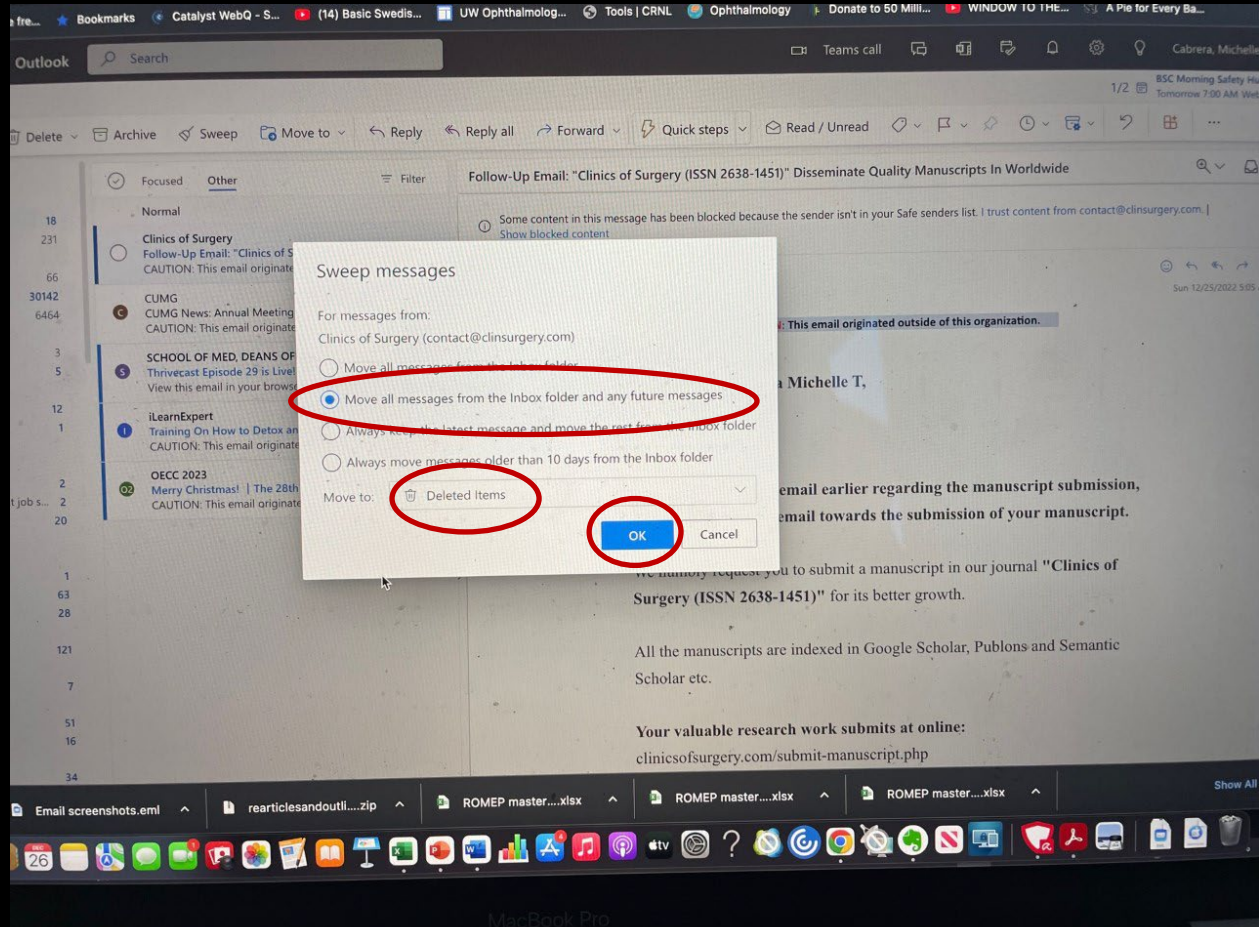
Request your demo doses! [1-800-221-1638](#)

LOCK IN YOUR DISCOUNT

SWEEP in Outlook



SWEEP in Outlook



Rules in Outlook

The screenshot displays the Outlook application interface with the Settings pane open. The 'Mail' section is selected in the left sidebar, and the 'Rules' tab is active. The 'Rules' pane shows a list of rules with three steps: 1. Name your rule, 2. Add a condition, and 3. Add an action. A red arrow points to the 'Mail' section in the left sidebar. Another red arrow points to the 'From' option in the 'Add a condition' dropdown menu. A third red arrow points to the 'Subject' option in the 'Add an action' dropdown menu. A fourth red arrow points to the 'Keywords' option in the 'Add an action' dropdown menu. The 'Rules' pane also includes a checkbox for 'Stop processing more rules' and a 'View quick settings' link.

Outlook

Search

Settings

Search settings

General

Mail

Calendar

People

View quick settings

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Sync email

Message handling

Forwarding

Automatic replies

Retention policies

Groups

Rules

1 Name your rule

Enter a name.

2 Add a condition

Select a condition

3 Add an action

Select an action

Add an exception

☒ Stop processing more rules ⓘ

People

From

To

My name is

I'm on the To line

I'm on the Cc line

I'm on the To or Cc line

I'm not on the To line

I'm the only recipient

Subject

Subject includes

Subject or body includes

Keywords

Message body includes

Sender address includes

Recipient address includes

Message header includes

Marked with

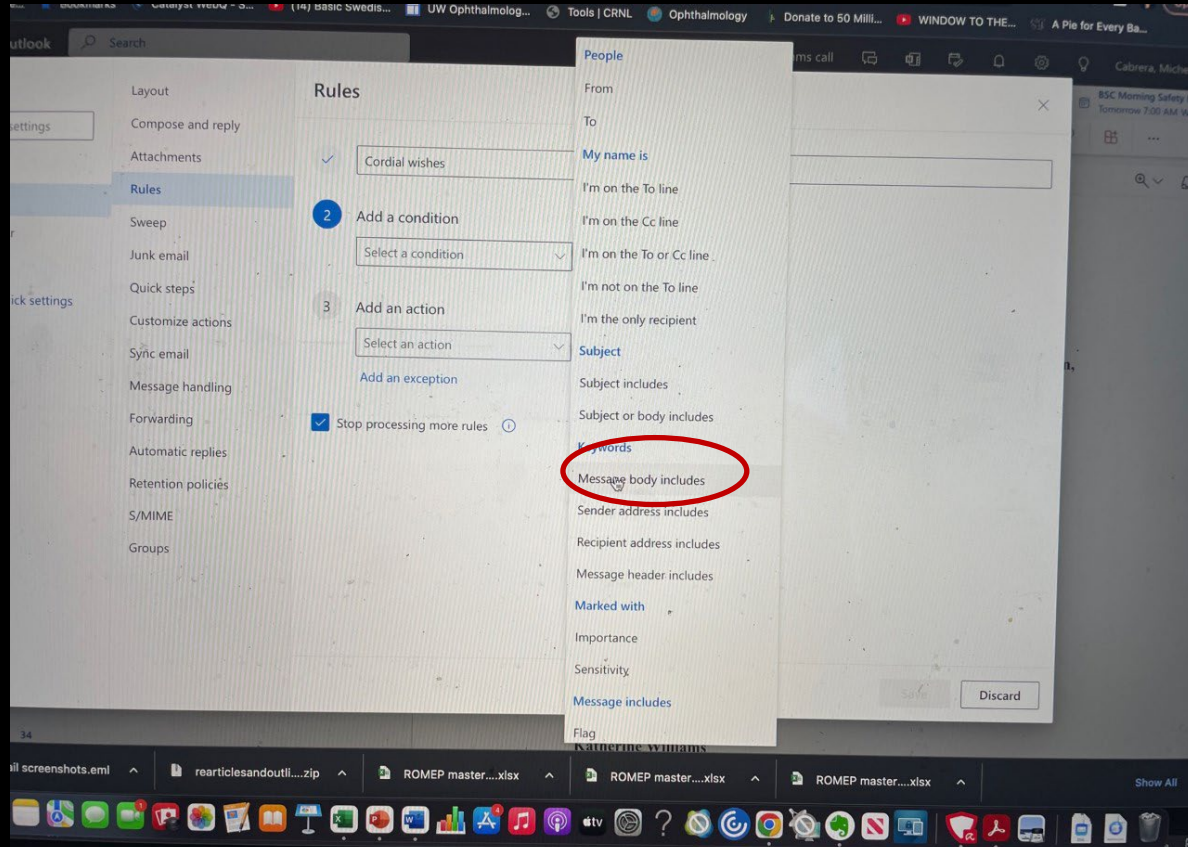
Importance

Sensitivity

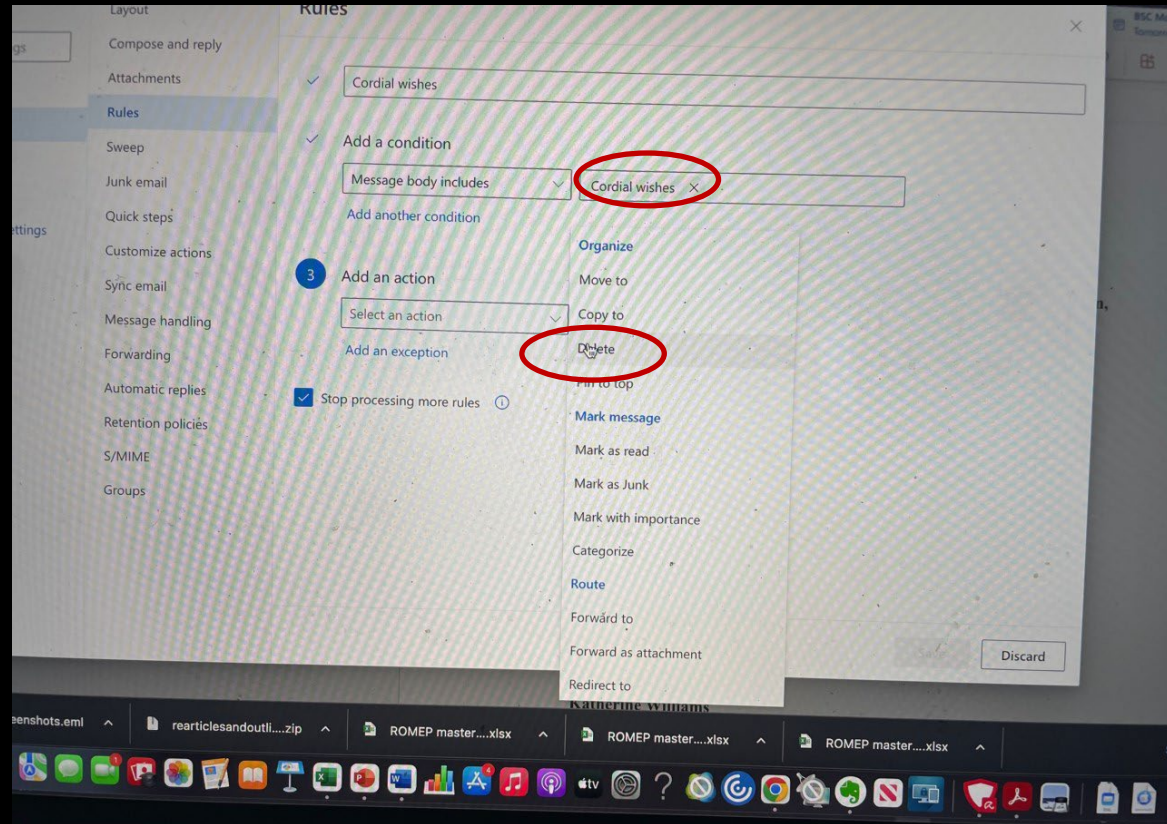
Classification

Save Discard

Rules in Outlook



Rules in Outlook



Pitfalls of Rules



AAMC Folder

“The things that
get scheduled
are the things
that get done”

- Robin Sharma

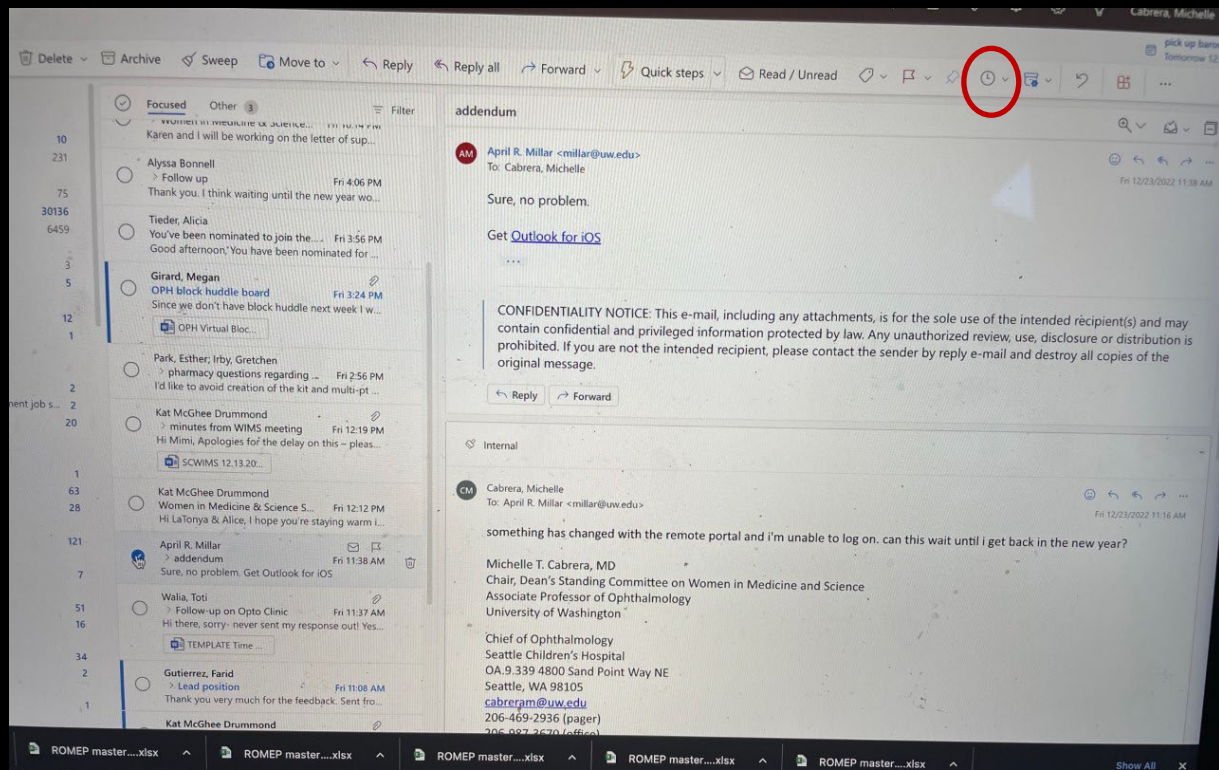
SNOOZE



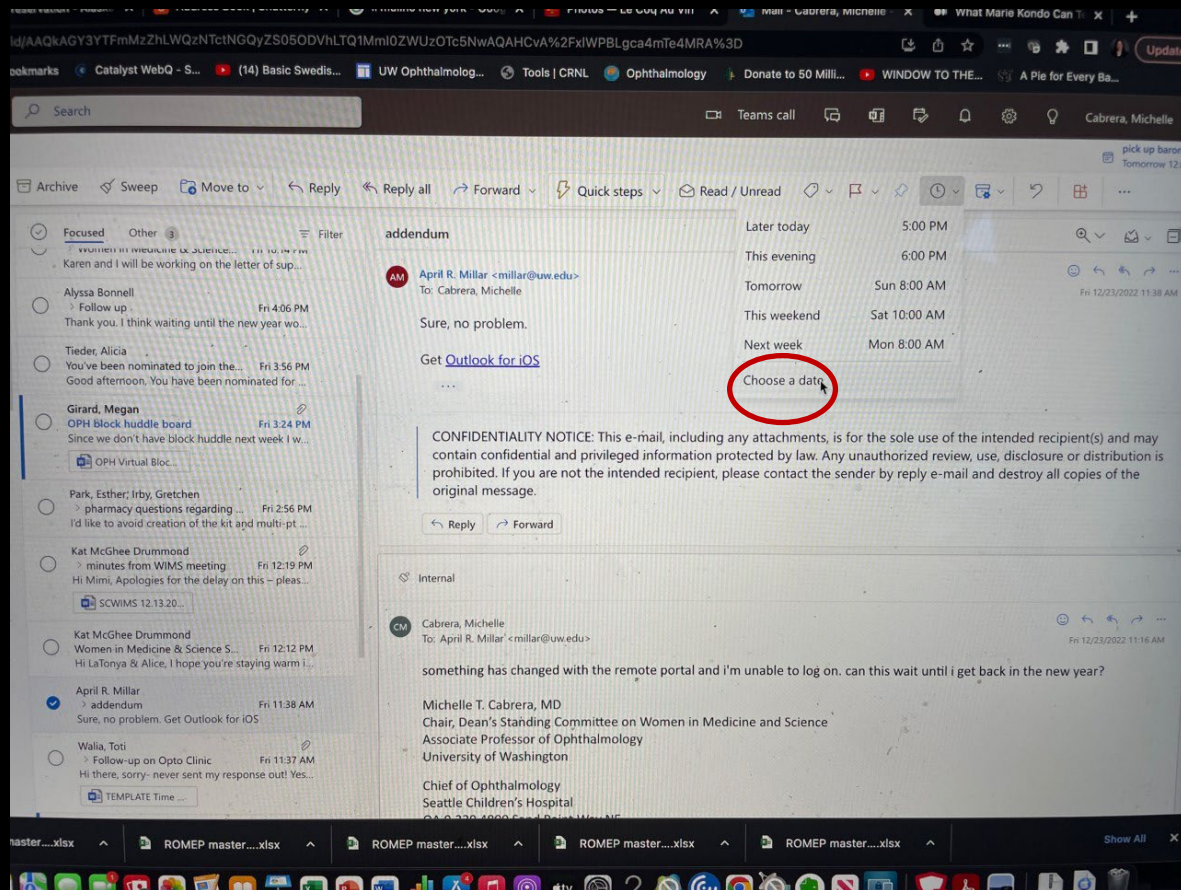
How to use SNOOZE

- What: >2 minutes task
- Snooze to: 1. before deadlines 2. when you know you have time
- Forget about it
- It will return to your inbox at the desired date

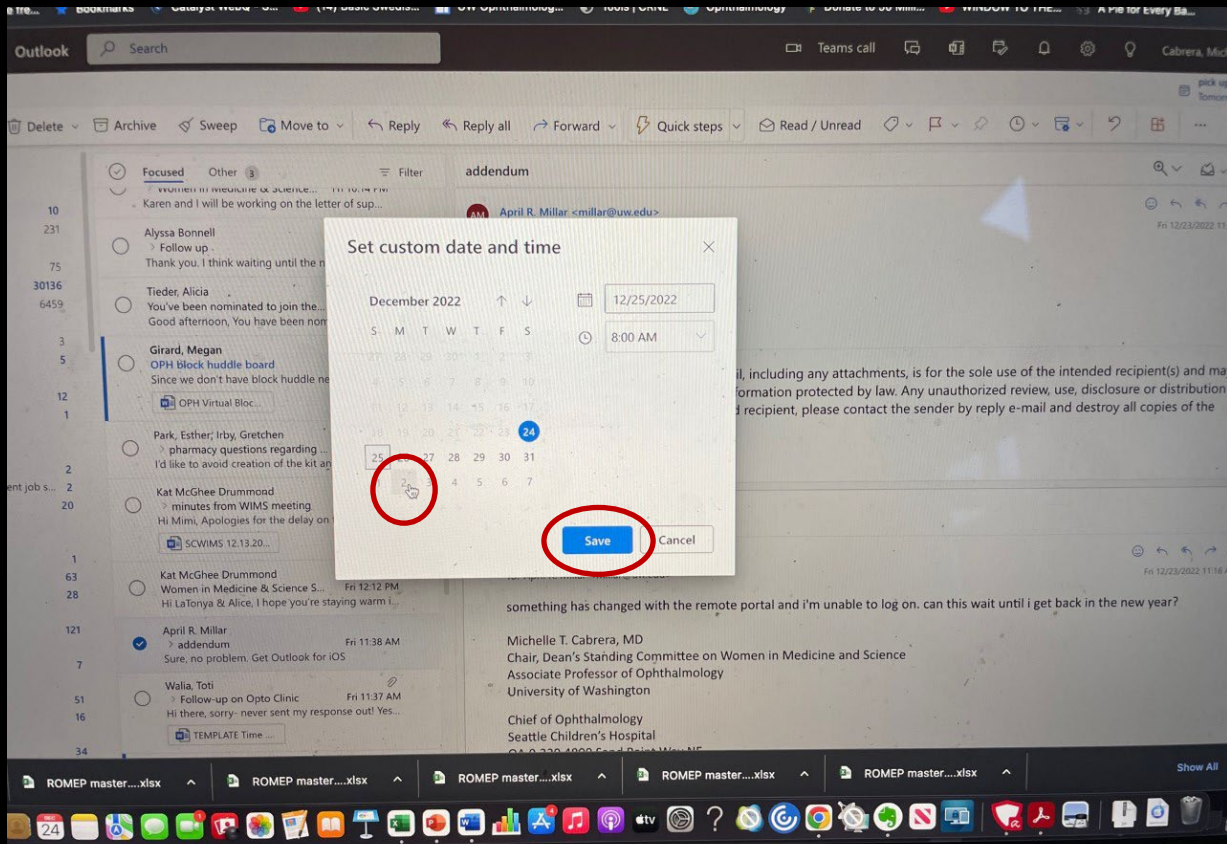
SNOOZE



SNOOZE



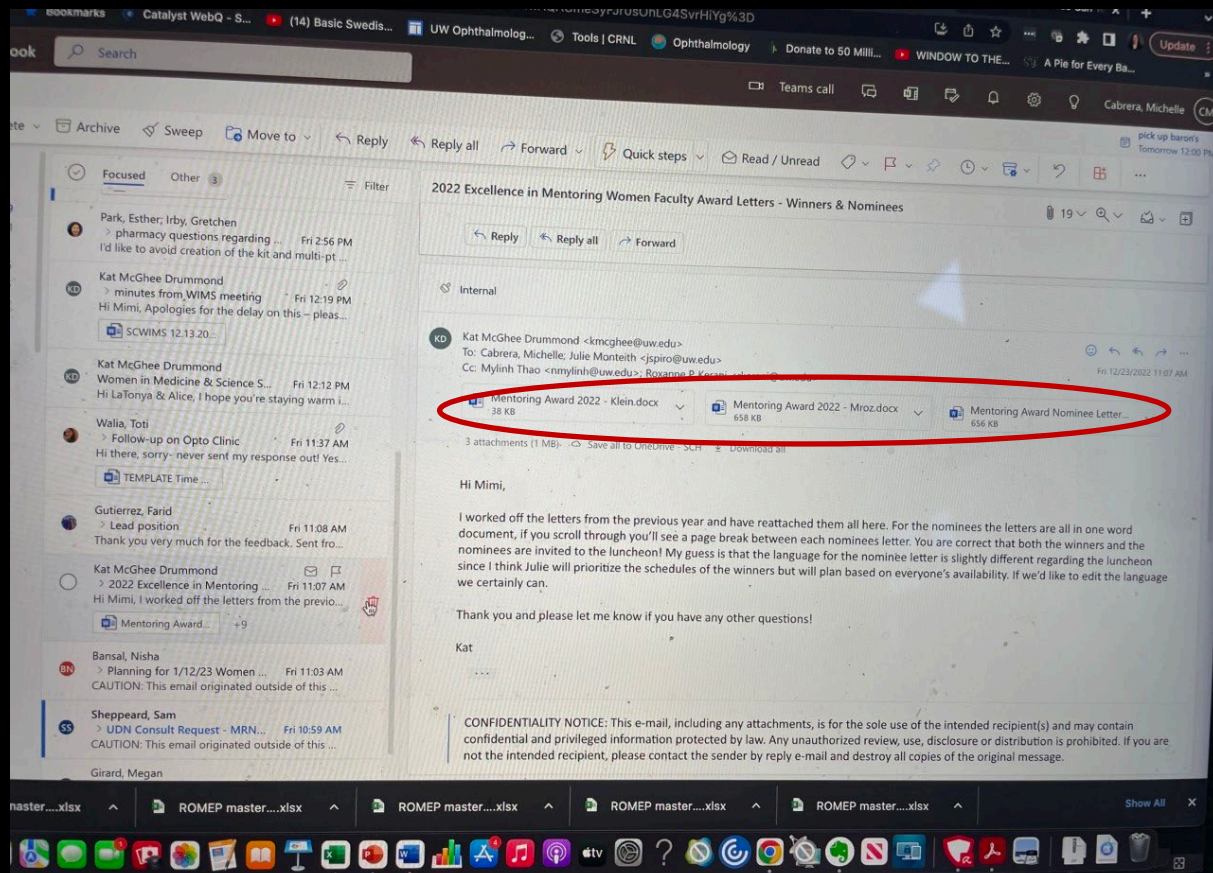
SNOOZE



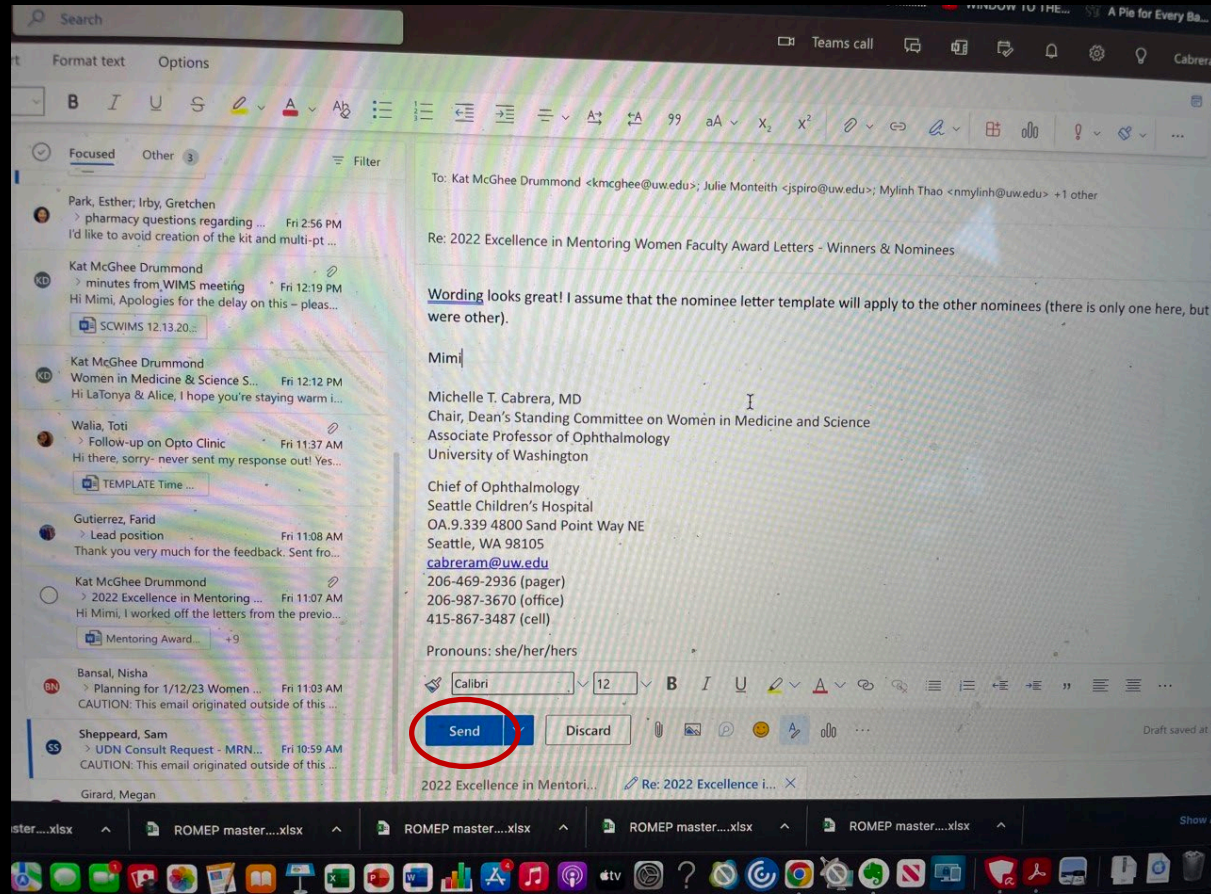
SNOOZE can be your new To Do List

SNOOZE is healthy procrastination

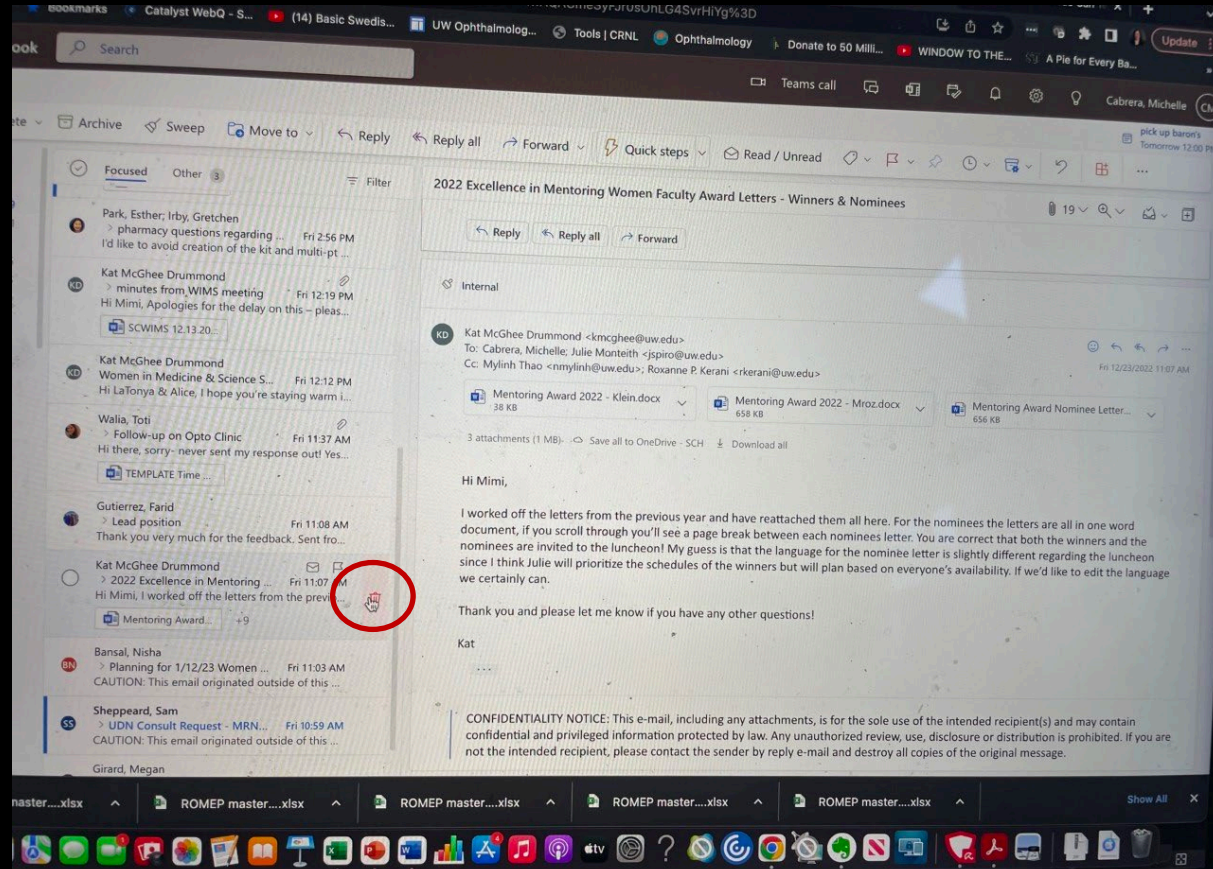
2 MIN RULE



2 MIN RULE



DELETE



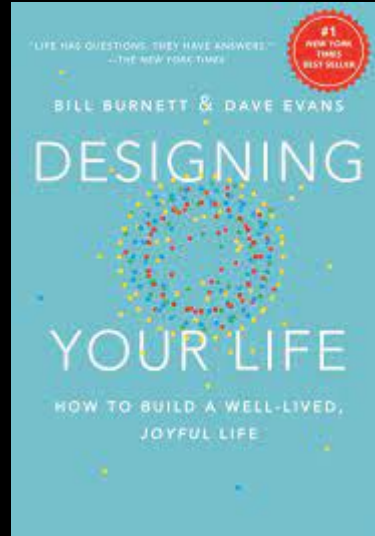
Marie Kondo: Decluttering focuses your life on what matters



DO NOT FEAR DELETE!

- After reading/completing task
- Delete 95% of emails – only save critical emails to folder
- Saves time
- Declutters
- Makes search functions functional
- You can track down lost information

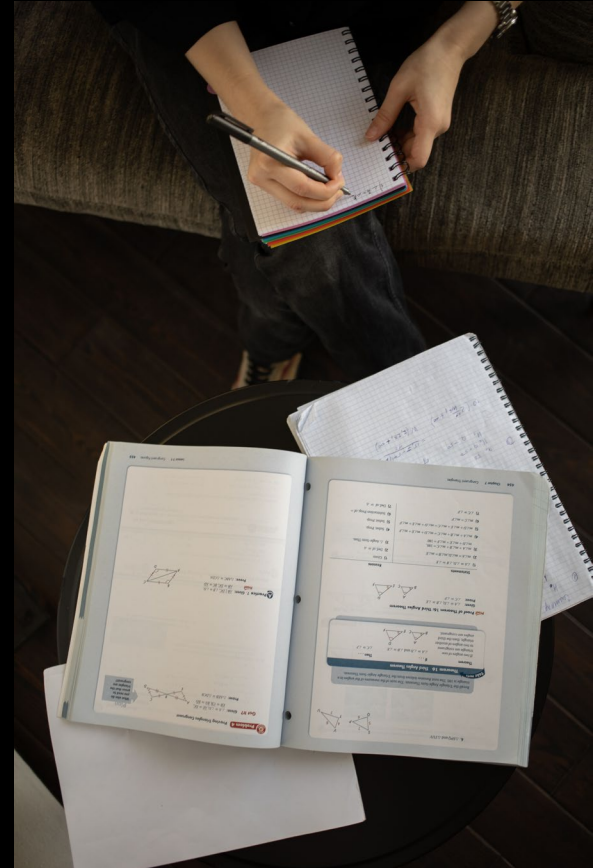
Email is Just a Medium



Email is Just a Medium

Managing Email Means:

- Convert important things into action items
- Eliminate the rest





Inbox Zero Take Home Points

- Eliminate Spam
- 2- Minute Rule
- DELETE
- Use SNOOZE



<https://www.youtube.com/watch?v=s74-mXXvJsM>

Thank you!



Audience Response

- What time management technique do you plan on adopting?



cabreram@uw.edu

bhargp@uw.edu

Questions?

Please submit your E-val!

