

REI·VAULT

Email

Relief

www.REIVault.com

Email problem and solution

- EMAIL OVERLOAD

- Things falling through the cracks
- You can't use email effectively since it's completely unusable for you (so you revert to text or other means of communication)
- Stressed because your email is out of control

- EMAIL SOLUTION

- Gmail vs other email accounts
- Prune and remove the non essential
- Claim back your inbox and your attention
- Start using email the best way it was intended

Two emails

- PRIMARY EMAIL

- Work email – project management software
- Personal contacts
- Primary bank email (fraud alerts, balance alerts, etc)

- SECONDARY EMAIL

- Subscribing to newsletters and email distribution lists
- Marketing list
- Use this email for financial transactions: amazon, bills, etc
- Check this email every few days
- I check this email via <http://www.postbox.com> since it would allow me to filter by sender and see what I'm looking to remove myself from (if there are too many emails)

How I process my inbox

COMPOSE

- Inbox (24)
- Starred
- Important
- Sent Mail
- Drafts
- All Mail
- Spam (2,142)
- 00-Delegated-Review
- 01-Action (8)
- email-cris@crischico ...
- Notifications (1,105)
- Notifications-server (...)
- Opt-in's-all (194)
- REI-Deals (3,440)
- teamwork (117)
- zen-flipanywhere (577)
- zen-reivault (151)
- More

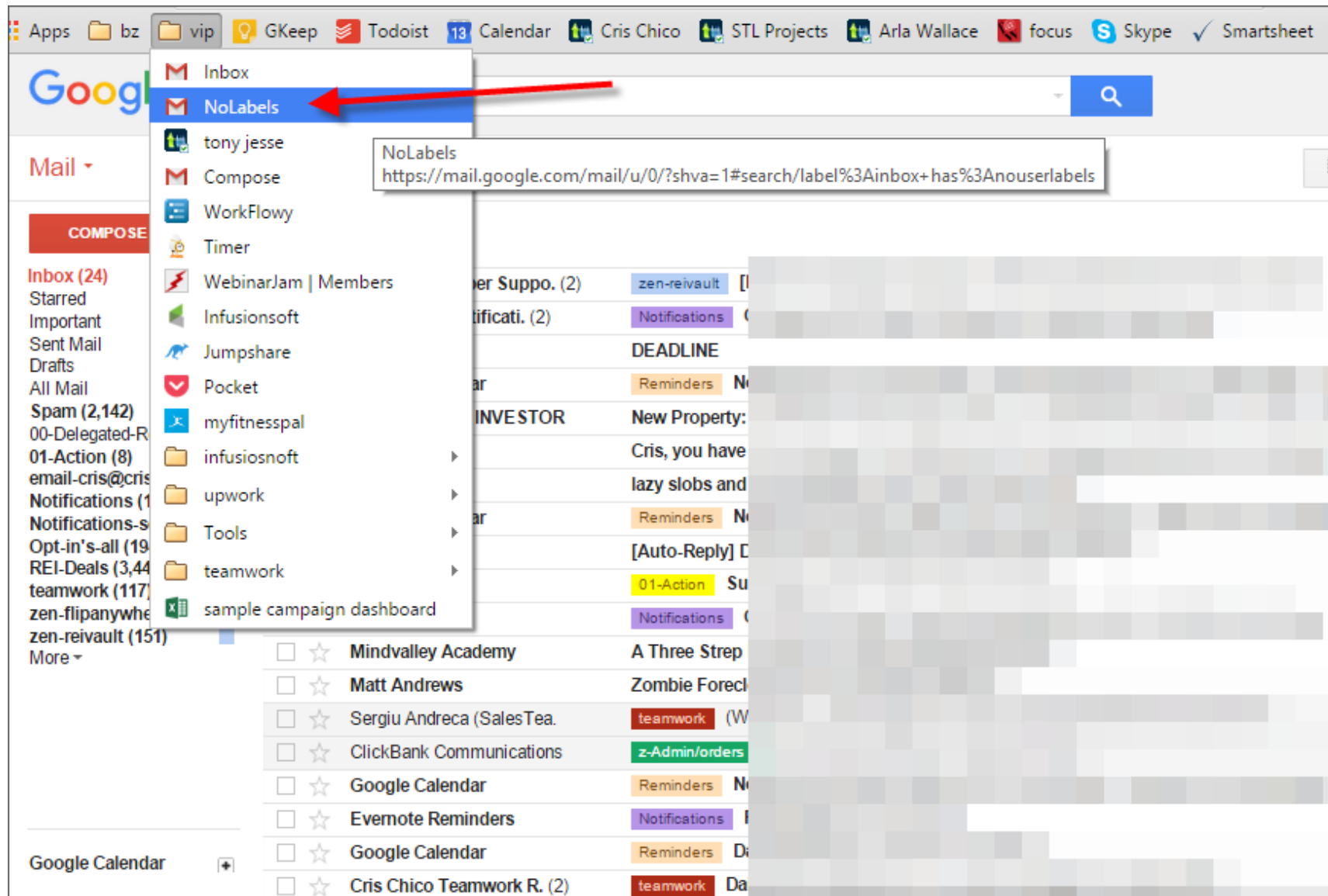
Google Calendar

Everything else

1-35 of 35

- REIVault Member Suppo. (2) zen-reivault [F]
- Smartsheet Notificati. (2) Notifications C
- Frank Kern DEADLINE
- Google Calendar Reminders No
- CHRIS RUSSO INVESTOR New Property:
- LinkedIn Cris, you have
- Frank Kern lazy slobs and
- Google Calendar Reminders No
- jason [Auto-Reply] D
- me 01-Action Su
- Protection 1 Notifications C
- Mindvalley Academy A Three Strep I
- Matt Andrews Zombie Foreck
- Sergiu Andreca (Sales Tea. teamwork (W
- ClickBank Communications z-Admin/orders
- Google Calendar Reminders No
- Evemote Reminders Notifications F
- Google Calendar Reminders De
- Cris Chico Teamwork R. (2) teamwork Dai
- Yanik Silver [Encore] Missio
- Protection 1 Notifications C
- Cris Chico Support zen-flipanywhen
- Rob Swanson Cha-Ching! An
- Trevor, ~ (2) [JVupdate Chatt
- No-Reply (Mail Sent) REI. Notifications Y
- No-Reply (Mail Sent) REI. Notifications Y
- support (2) SalesTeamLive
- Kevin Buffington Bombay Darba
- Sergiu Andreca (Sales Tea. teamwork (W
- Tony Jesse (SalesTeamLiv. teamwork (M
- Sergiu Andreca (Sales Tea. teamwork (W
- me, roz (3) People alex s
- noreply z-Admin/orders

I start with my Inbox looking like this...



I'm always looking to see what emails are coming in WITHOUT a label

This is the search here that I'm constantly asking: 1) does this need a label 2) should this be going to my inbox

The screenshot shows the Gmail search interface. At the top, the Google logo is on the left, and the search bar contains the query `label:inbox has:nouserlabels`, which is highlighted with a red box. A red arrow points from the right towards the search bar. To the right of the search bar, the name 'Cris' and several icons are visible. Below the search bar, there are navigation buttons for 'Mail', a refresh icon, and a 'More' dropdown. The main area displays a list of 14 search results, each with a checkbox, a star icon, the sender's name, the folder (all 'Inbox'), and a snippet of the email body. The results include:

- Frank Kern
- CHRIS RUSSO INVESTOR
- LinkedIn
- Frank Kern
- jason
- Mindvalley Academy
- Matt Andrews
- Yanik Silver
- Rob Swanson
- Trevor, ~ (2)
- support (2)
- Kevin Buffington
- A Alonso
- me, Peter (3)

On the left side, there is a sidebar with a 'COMPOSE' button and a list of folders: Inbox (24), Starred, Important, Sent Mail, Drafts, All Mail, Spam (2,142), 00-Delegated-Review, 01-Action (8), email-cris@crischico..., Notifications (1,105), Notifications-server (...), Opt-in's-all (194), REI-Deals (3,440), teamwork (117), zen-flipanywhere (577), zen-reivault (151), and More.

I look at this and am always pruning these types of emails that perhaps should be in my secondary email

The screenshot shows a Gmail interface with a search bar containing the query "label:inbox has:nouserlabels". The inbox list includes the following entries:

Sender	Location	Time
Frank Kern	Inbox	0:00 am
CHRIS RUSSO INVESTOR	Inbox	9:07 am
LinkedIn	Inbox	9:03 am
Frank Kern	Inbox	8:31 am
jason	Inbox	8:07 am
Mindvalley Academy	Inbox	7:03 am
Matt Andrews	Inbox	7:02 am
Yanik Silver	Inbox	5:01 am
Rob Swanson	Inbox	2:58 am
support (2)	Inbox	2:10 am

Storage usage: 78.1 GB (59%) of 131 GB used. Account activity: Last account activity: 0 minutes ago. Powered by Google.

☐ ↕ ↻ More ▾

▼ Everything else

<input type="checkbox"/>	☆	REIVault Member Suppo. (2)	zen-reivault	
<input type="checkbox"/>	☆	Smartsheet Notificati. (2)	Notifications	
<input type="checkbox"/>	☆	Google Calendar	Reminders	
<input type="checkbox"/>	☆	Google Calendar	Reminders	
<input type="checkbox"/>	☆	me	01-Action	S
<input type="checkbox"/>	☆	Protection 1	Notifications	
<input type="checkbox"/>	☆	Sergiu Andrecu (SalesTea.	teamwork	(V
<input type="checkbox"/>	☆	ClickBank Communications	z-Admin/order	
<input type="checkbox"/>	☆	Google Calendar	Reminders	
<input type="checkbox"/>	☆	Evernote Reminders	Notifications	
<input type="checkbox"/>	☆	Google Calendar	Reminders	
<input type="checkbox"/>	☆	Cris Chico Teamwork R. (2)	teamwork	D
<input type="checkbox"/>	☆	Protection 1	Notifications	
<input type="checkbox"/>	☆	Cris Chico Support	zen-flipanywhe	
<input type="checkbox"/>	☆	No-Reply (Mail Sent) REI.	Notifications	
<input type="checkbox"/>	☆	No-Reply (Mail Sent) REI.	Notifications	
<input type="checkbox"/>	☆	Kevin Buffington	People	Bon
<input type="checkbox"/>	☆	Sergiu Andrecu (SalesTea.	teamwork	(V
<input type="checkbox"/>	☆	Tony Jesse (SalesTeamLiv.	teamwork	(M
<input type="checkbox"/>	☆	Sergiu Andrecu (SalesTea.	teamwork	(V
<input type="checkbox"/>	☆	me, roz (3)	People	alex
<input type="checkbox"/>	☆	noreply	z-Admin/order	
<input type="checkbox"/>	☆	A Alonso	People	r u i

78.1 GB (59%) of 131 GB used
[Manage](#)

[Program Policies](#)
Powered by Google™

All that is left
are the emails
that are with
labels

I'll then pick an email and click on the label

The screenshot shows an email client interface. At the top, there is a toolbar with various icons and buttons. A red box highlights the 'Notifications' label on the email header, with a red arrow pointing to it. Below the header, the email content is displayed, including a table with columns for Campaign Name Sent, Total Cost to be Charge, Total Pieces Sent, and Date. A section titled 'Pieces in the Campaign Series Mail:' contains a table with columns for Piece # (1-10) and a row for Sent counts. A note at the bottom explains the piece numbering and refers to the Terms of Service.

Your Direct Mail Campaign was sent. Campaign: Presell Offer Letters-CO

No-Reply (Mail Sent) RElvault

This is an automated email. Please do not reply to this email.

Your campaign was processed and sent via the USPS. A separate email will be sent shortly when charged.

Campaign Name Sent	Total Cost to be Charge	Total Pieces Sent	Date

Pieces in the Campaign Series Mail:

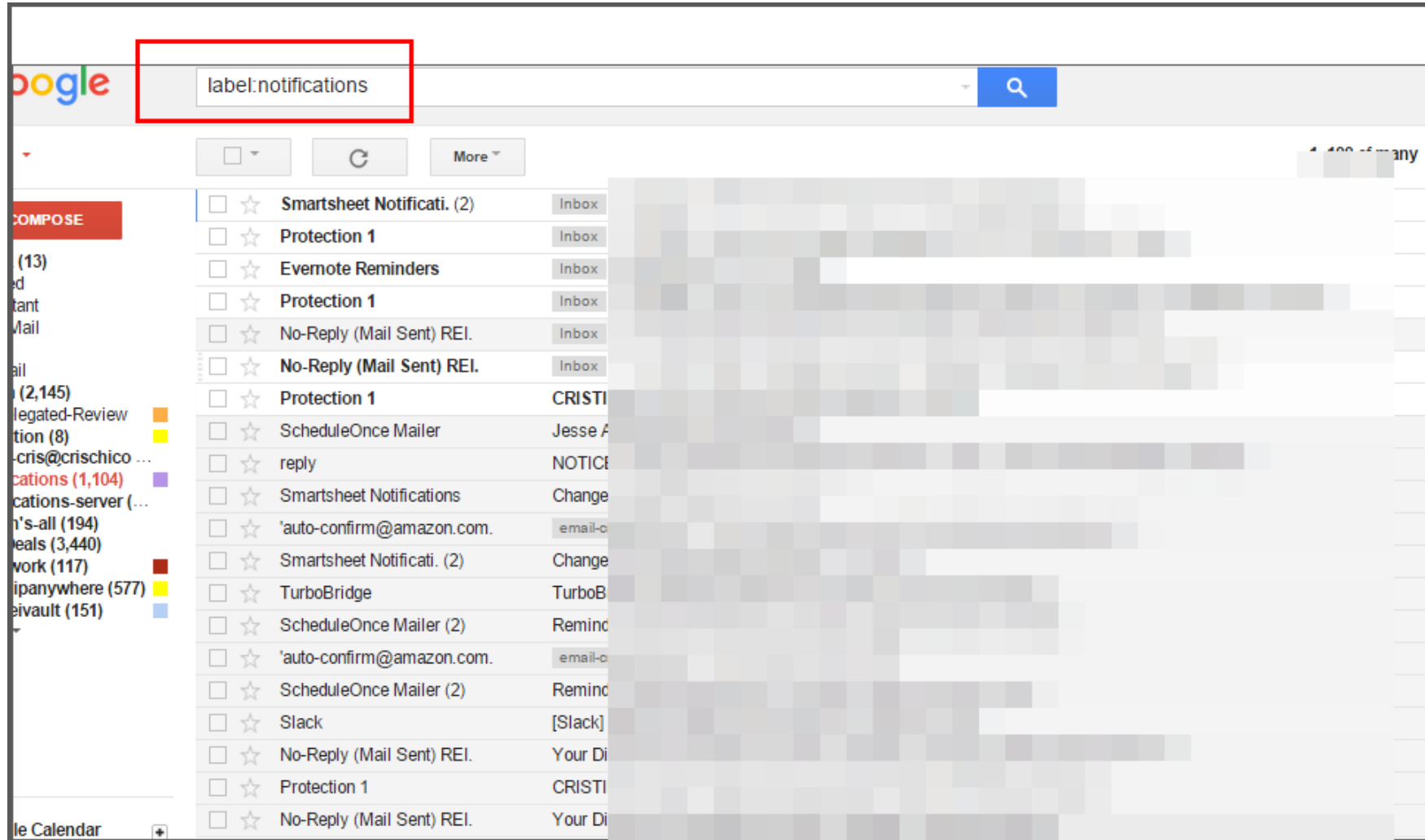
Piece #:	1	2	3	4	5	6	7	8	9	10
Sent:	2	0	0	0	0	0	0	0	0	0

Note: Refer to your Campaign Plan for the total # of times the same property is mailed (typically 5 to 8 times). The piece # above (1 thru 10) refers to which time the property has been mailed.

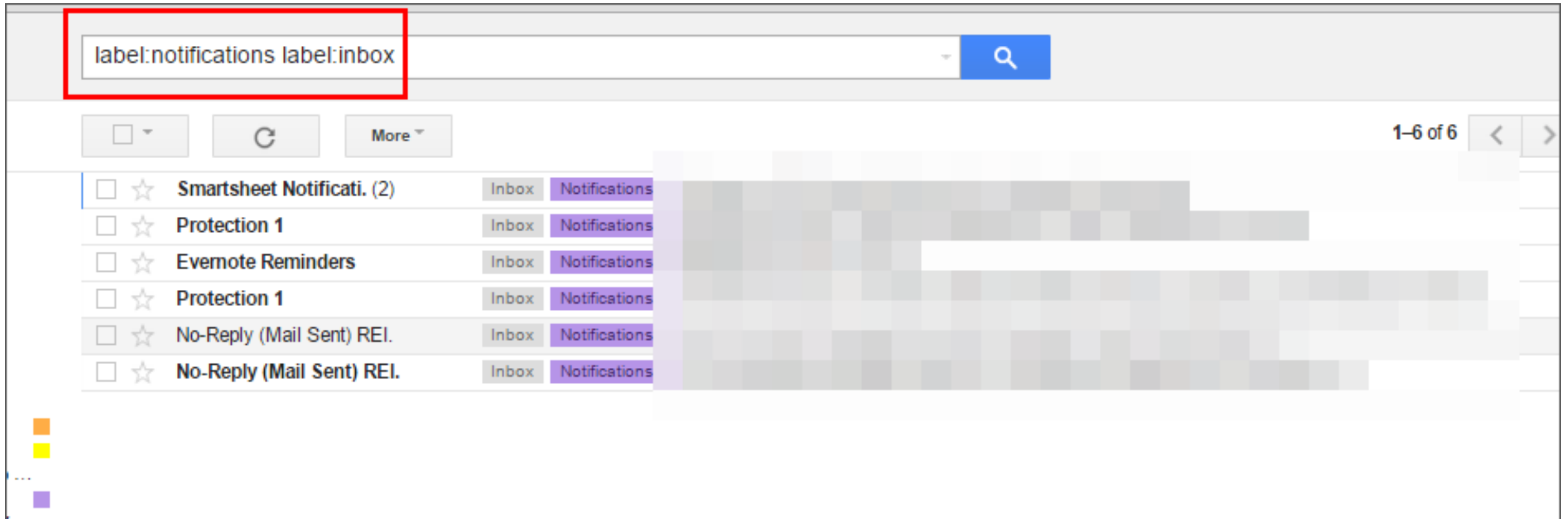
respond sooner. Due to the nature of this service, all campaign changes and changes requests need to be sent to the USPS. Please refer to Terms of Service.

This message was sent using [GlobiFlow for Podio](#). If this message is SPAM, please [report abuse](#)

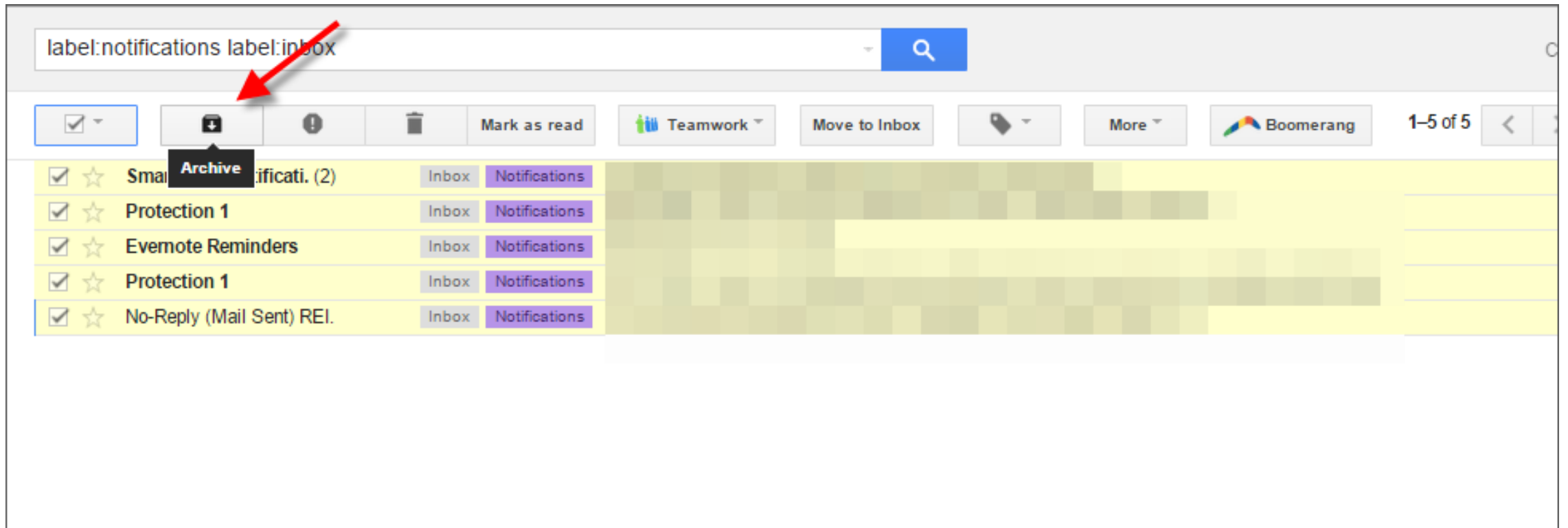
When I click on the label it will give me the label on the search bar as you see here.



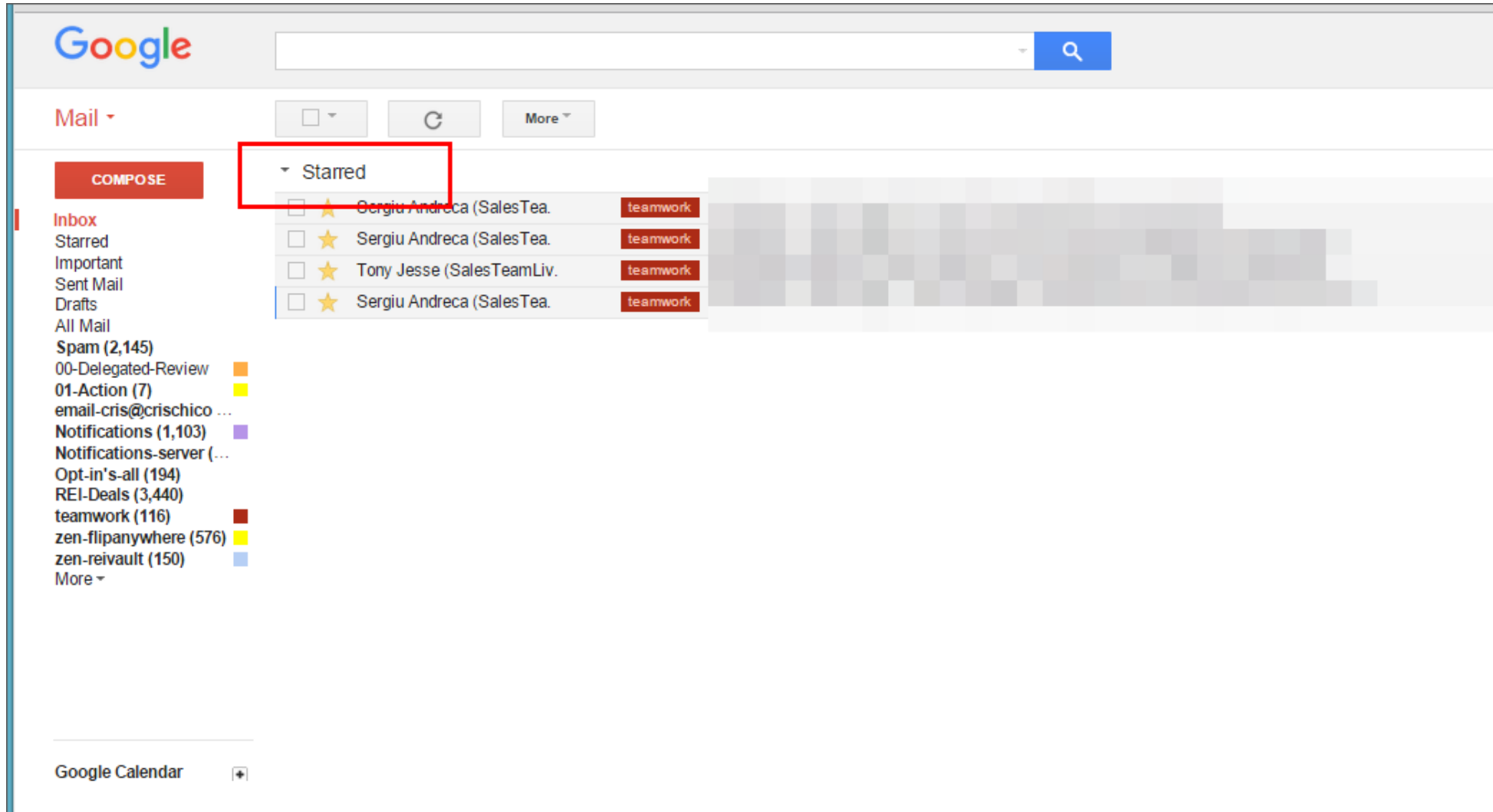
I then add the additional search parameter:
“label:inbox” that will only show the emails that are in
my inbox at this moment in time (unprocessed)



You can go through each email individually or just simply archive them all



At the end I'm left with ONLY the starred emails that I'm going to come back to



First Step – Setting up your filters

Sample filters (note the word “OR”

Matches: from:(mssharon@summitquesta.com OR no-reply@taskrabbit.com OR noreply@youtube.com OR feedback@slack.com OR payments-messages@amazon.com OR digital-no-reply@amazon.com OR ship-confirm@amazon.com OR auto-confirm@amazon.com OR onlinebanking@ealerts.bankofamerica.com OR notifications@alarm.com OR westernunionresponse@westernunion.com) [edit](#) [delete](#)
Do this: Apply label "Notifications", Never send it to Spam

Matches: from:(no-reply@globiflow.com OR no-reply@evernote.com OR auto-confirm@amazon.com OR service@paypal.com OR help@workflowy.com OR support@turbobridge.com OR maxemail-bounce@maxemail.com OR reply@globiflow.com) [edit](#) [delete](#)
Do this: Apply label "Notifications", Never send it to Spam

Filter settings

from:(mssharon@summitquesta.com OR no-reply@taskr

Filter

From

To

Subject

Has the words

Doesn't have

Has attachment

Don't include chats

Size greater than MB

Search Cancel Continue »

from:mitquesta.com OR no-reply@taskr

« back to search options

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label: Notifications
- Forward it to: Choose an address... add forwarding address
- Delete it
- Never send it to Spam
- Send canned response: No canned responses
- Always mark it as important
- Never mark it as important
- Categorize as: Choose category...

Update filter Cancel Also apply filter to matching conversations.

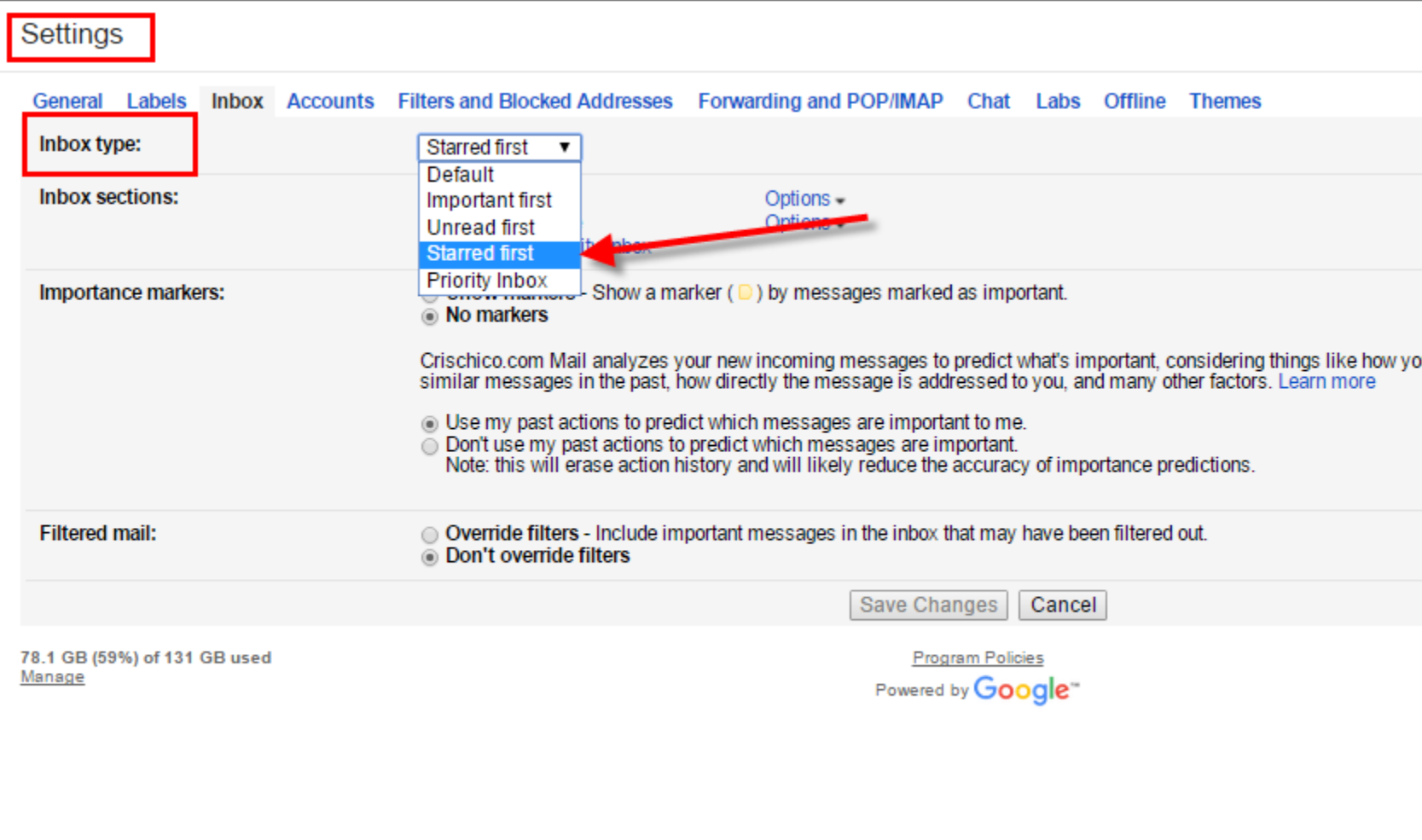
[Learn more](#)

Note: filter will not be applied to old conversations in Spam or Trash

Protection 1 Notifications CRISTINO's Home

Other Settings

Under setting select this to get this starred up at the top




The screenshot shows the Gmail 'Settings' page. The 'Inbox' tab is selected. The 'Inbox type:' dropdown menu is open, and 'Starred first' is highlighted. A red arrow points to the 'Starred first' option. The 'Inbox sections:' section is visible below the dropdown. The 'Importance markers:' section is also visible, with 'No markers' selected. The 'Filtered mail:' section is at the bottom, with 'Don't override filters' selected. The 'Save Changes' and 'Cancel' buttons are at the bottom right. The footer shows '78.1 GB (59%) of 131 GB used' and 'Powered by Google™'.

Settings

General Labels **Inbox** Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes

Inbox type: Starred first ▼
Default
Important first
Unread first
Starred first
Priority Inbox


Inbox sections:

Importance markers:
 No markers
Show a marker () by messages marked as important.
Crischico.com Mail analyzes your new incoming messages to predict what's important, considering things like how you similar messages in the past, how directly the message is addressed to you, and many other factors. [Learn more](#)
 Use my past actions to predict which messages are important to me.
 Don't use my past actions to predict which messages are important.
Note: this will erase action history and will likely reduce the accuracy of importance predictions.

Filtered mail:
 Override filters - Include important messages in the inbox that may have been filtered out.
 Don't override filters

Save Changes Cancel

78.1 GB (59%) of 131 GB used
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[Program Policies](#)
Powered by 

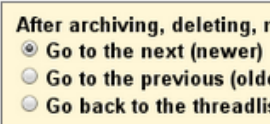
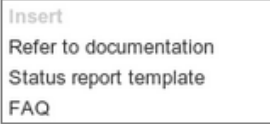
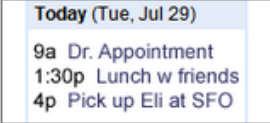
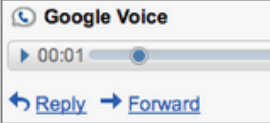


Settings

General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Chat **Labs** Offline Themes

Search for a lab: e.g. search, gadget, preview

Save Changes Cancel

Enabled Labs

 <p>After archiving, deleting, r <input checked="" type="radio"/> Go to the next (newer) <input type="radio"/> Go to the previous (old) <input type="radio"/> Go back to the thread</p>	<p>Auto-advance by Bruce D</p> <p>Automatically shows the next conversation instead of your inbox after you delete, archive, or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page.</p>	<p><input checked="" type="radio"/> Enable <input type="radio"/> Disable</p> <p>Send feedback</p>
 <p>Insert Refer to documentation Status report template FAQ</p>	<p>Canned Responses by Chad P</p> <p>Email for the truly lazy. Save and then send your common messages using a button next to the compose form. Also automatically send emails using filters.</p>	<p><input checked="" type="radio"/> Enable <input type="radio"/> Disable</p> <p>Send feedback</p>
 <p>Today (Tue, Jul 29) 9a Dr. Appointment 1:30p Lunch w friends 4p Pick up Eli at SFO</p>	<p>Google Calendar gadget by Ben K and Garry B</p> <p>Adds a box in the left column which shows your Google Calendar. See upcoming events, locations, and details.</p>	<p><input checked="" type="radio"/> Enable <input type="radio"/> Disable</p> <p>Send feedback</p>
 <p>Google Voice ▶ 00:01 Reply Forward</p>	<p>Google Voice player in mail by Robert D</p> <p>Lets you play voicemails left on your Google Voice account right from the email notification.</p>	<p><input checked="" type="radio"/> Enable <input type="radio"/> Disable</p> <p>Send feedback</p>
 <p>eed right here. Customize Clip ete Mark as read More arred, Unstarred</p>	<p>Mark as Read Button by Mark K</p> <p>Tired of spending all that effort to click on the more actions menu every time you want to mark messages as read without reading them? Now just enable this lab and that is just a button click away!</p>	<p><input checked="" type="radio"/> Enable <input type="radio"/> Disable</p> <p>Send feedback</p>
 <p>Preview Pane by Peter B & Michael K</p> <p>Provides a preview pane to read mail right next to your list of conversations, making mail reading faster and adding more context.</p>	<p><input checked="" type="radio"/> Enable <input type="radio"/> Disable</p> <p>Send feedback</p>	

Enabled Lab settings

Language: Crischico.com Mail display language: English (US) [Change language settings for other Google pro](#)

Enable input tools - Use various text input tools to type in the language of your choice - [Edit tools](#) - [Learn more](#)

- Right-to-left editing support off
- Right-to-left editing support on

Phone numbers: Default country code: United States

Maximum page size: Show 100 conversations per page
Show 250 contacts per page

Images: Always display external images - [Learn more](#)
 Ask before displaying external images

Auto-advance: After archiving, deleting, muting, etc. a conversation:
 Go to the next (newer) conversation
 Go to the previous (older) conversation
 Go back to the threadlist

Default reply behavior: [Learn more](#)
 Reply
 Reply all

Default text style: (Use the 'Remove Formatting' button on the toolbar to reset the default text style)
Sans Serif ↕ ↕ ↕ ↕
This is what your body text will look like.

Conversation View: (sets whether emails of the same topic are grouped together)
 Conversation view on
 Conversation view off

Send and Archive: [Learn more](#)
 Show "Send & Archive" button in reply
 Hide "Send & Archive" button in reply

Undo Send: Enable Undo Send
Send cancellation period: 10 seconds

Preview Pane: Mark a conversation as read: After 3 seconds

Stars: Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star
Presets: 1 star 4 stars all stars
In use: ★
Not in use: ★ ★ ★ ★ ★ ! » ! ✓ i ?

Desktop Notifications: (allows Crischico.com Mail to display popup notifications on your desktop when new email messages arrive) [Learn more](#)
 New mail notifications on - Notify me when any new message arrives in my inbox or primary tab
 Important mail notifications on - Notify me only when an important message arrives in my inbox.
 Mail notifications off

Keyboard shortcuts: [Learn more](#)
 Keyboard shortcuts off
 Keyboard shortcuts on

Other settings

Additional tools



Schedule an email to be sent later. Easy email reminders.

Boomerang for Gmail lets you take control of when you send and receive email messages.

Add this to your Gmail!

For Firefox 38+, Chrome 5.0+ and Safari 5.1+. Works with Gmail and Google Apps email.



"Seriously in love with Boomerang for Gmail! You can schedule emails to be sent anytime."

Holly Meyer



Boomerang (Return to Inbox Later)

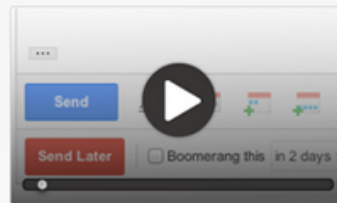
Send Later

Recurring Messages

Read Receipts

Boomerang Mobile

don't want messages? messages out usually need erang button pen, and gain. our message.



▶ How to Send an Email Later

▶ How to Boomerang an Email

message. We'll take it from there.

At the time you choose, we'll bring it

Boomerang for gmail is a great tool

More Add Boomerang 4 of 4

Return Conversation to Inbox: Only if nobody responds

In 1 hour
In 2 hours
In 4 hours

Tomorrow morning
Tomorrow afternoon

In 2 days
In 4 days
In 1 week
In 2 weeks
In 1 month

At a specific time:
Examples: "Monday 9am", "Dec 23"
 Confirm
Thu, Oct 15, 2015 8:00 AM

Random time

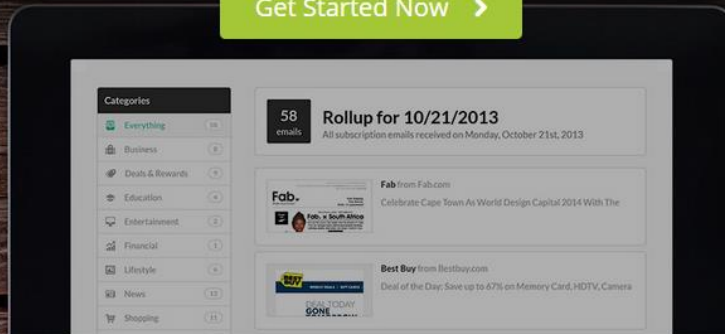
Here is how your email should show up

The screenshot displays an email composition window. At the top, the sender is identified as **Sergiu Andrecu (SalesTeamLive LLC)** with the email address tw.13.7400690.450@replies.teamwork.com. Below the header is a large text input area. A red arrow points to the rich text editor toolbar, which includes options for font style (Sans Serif), size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, quote, and code. Below the toolbar is a row of action buttons: **Send +** (with a calendar icon), **Send**, **A** (text color), a link icon, a document icon, a dollar sign icon, a photo icon, a video icon, and a smiley face icon. A red box highlights the **Send Later** button, a checkbox for **Boomerang this**, a dropdown menu set to **in 2 days**, and the text **if no reply**. A second red arrow points to this highlighted area. At the bottom left, it shows **78.1 GB (59%) of 131 GB used** with a **Manage** link. At the bottom center, it says **Program Policies** and **Powered by Google™**. At the bottom right, the text **Last a** is partially visible.

Clean up your inbox

Save time on email with Unroll.Me [Watch our video](#)

Get Started Now >



Unsubscribe with one click.

After you sign up, see a list of all your subscription emails. Unsubscribe instantly from whatever you don't want.



Groupon Deals



Blackjack-Casino-Rewards



Unroll.me

RoboForm

PASSWORD MANAGER FEATURES ENTERPRISE SUPPORT DOWNLOAD BUY NOW

Make Your Life Easier with the Top Rated Password Manager

You'll never need to remember or type your passwords again - all for Free.

Download RoboForm Now

Windows Apple Android iOS

Can be [uninstalled](#) anytime

Discover why **millions** of people love **RoboForm**

USA TODAY TECH

"There are many good password managers out there, but Siber Systems' free RoboForm app goes one step further. This secure password manager is also a smart form filler that can save you time while browsing the Web."

★★★★★

Extra: keep track of passwords securely (not in your browser data)

How to delegate via email

- Use template email for all “Action” items that you’re going to give someone
- ACTION – [NAME] – DESCRIPTION – (when due)
 - Example: ACTION – GARY – could you review this doc and approve (due tomorrow)
- Then set up filter that automatically puts that into a label that you check 2-3 times a week looking for loose ends
- You can also use the word “QUESTION” also in this filter
- Ask that anyone that you send an email asking them to for an action or question that they reply (or let you know when the action is completed)

How to set up this filter

from:([redacted]) subject:(ACTION OR QUESTION)

Filter From

[redacted] ← your main gmail address

To

Subject

ACTION OR QUESTION ←

Has the words

Doesn't have

Has attachment

Don't include chats

Size greater than [] MB

« back to search options

When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label: 00-Delegated-Review

Forward it to: Choose an address... add forwarding address

Delete it

Never send it to Spam

Send canned response: No canned responses

Always mark it as important

Never mark it as important

Categorize as: Choose category...

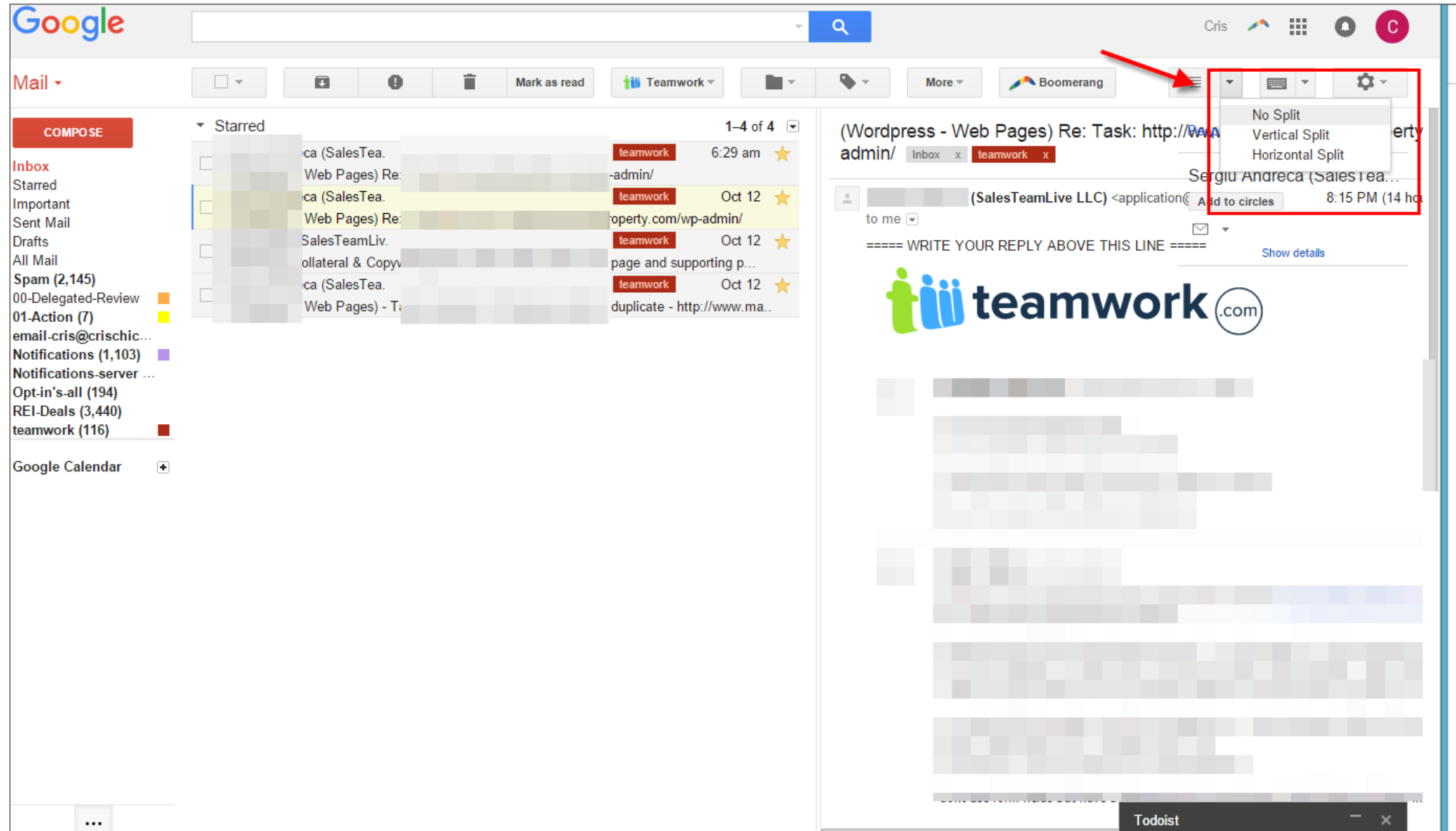
Also apply filter to matching conversations.

[Learn more](#)

Note: filter will not be applied to old conversations in Spam or Trash

Final Tips

Test which view you like best for your email

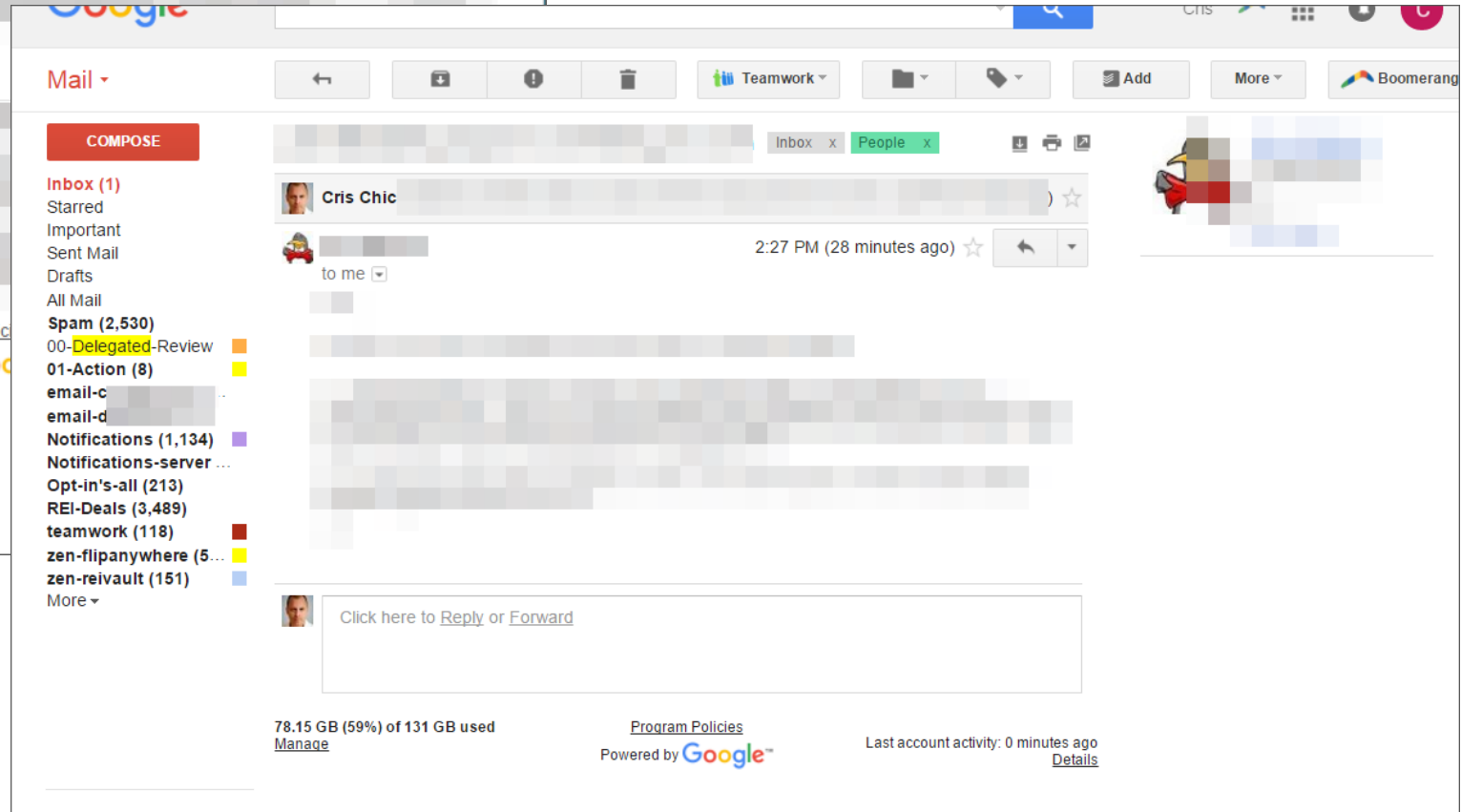
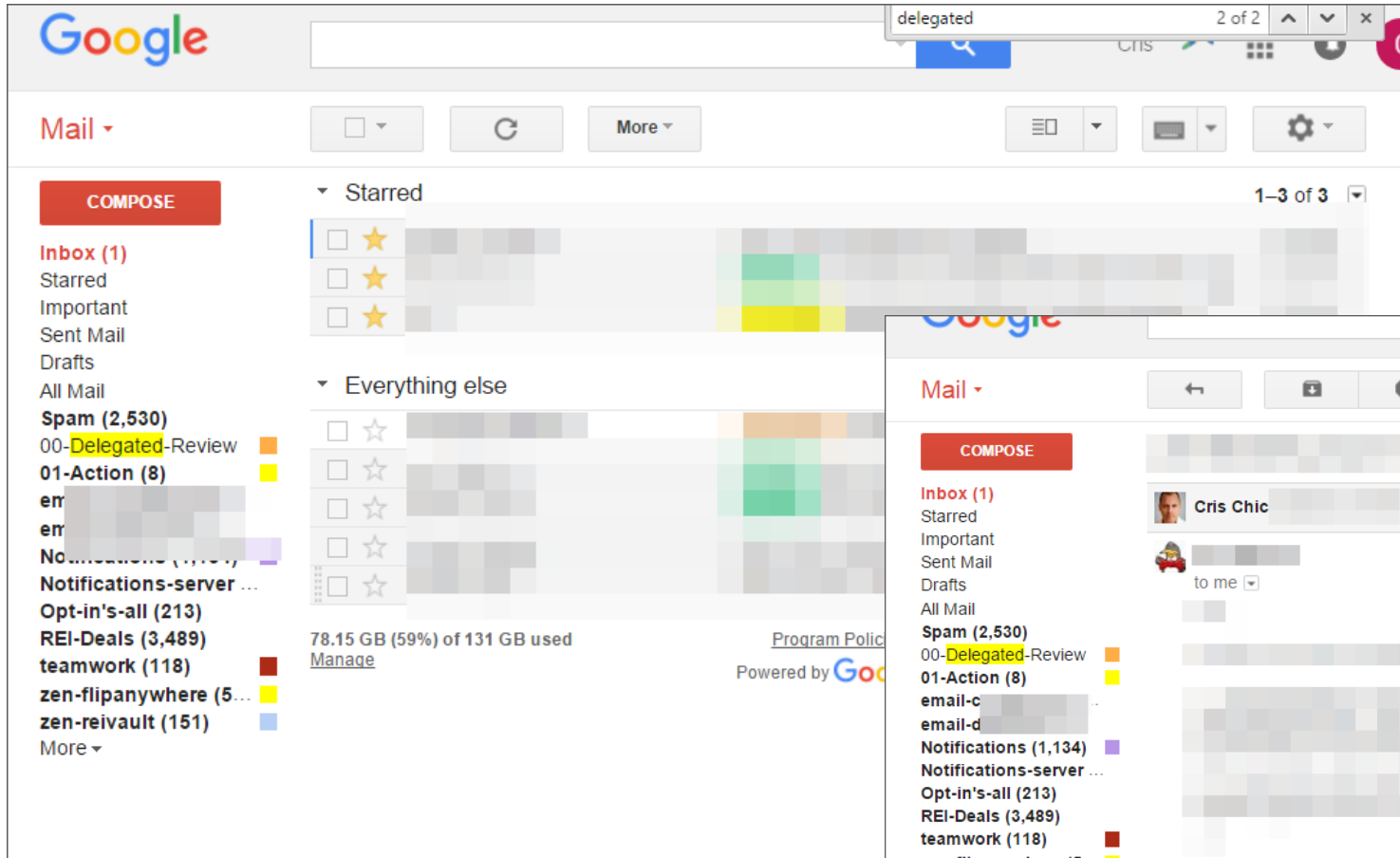


The screenshot shows a Gmail interface with a context menu open over the 'Boomerang' button. The menu options are:

- No Split
- Vertical Split
- Horizontal Split

The email being viewed is titled "(Wordpress - Web Pages) Re: Task: http://www.admin/". The sender is "Sergiu Andreca (SalesTeamLive LLC) <application@sales-team-live.com>". The email content includes the Teamwork logo and a blurred body of text. A red arrow points to the 'Boomerang' button, and a red box highlights the context menu.

I prefer to use the standard view



What about emails that you cannot do anything about right now or are reference

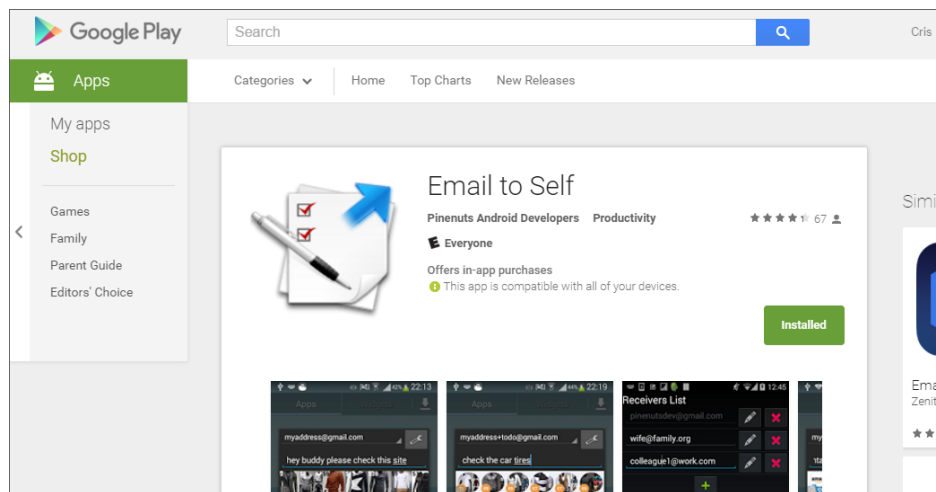
- Send back to yourself with a better subject line so that you can search for it later
- Evernote (via plug in or via sending an email to your evernote address)
- Boomerang to come back later to your inbox at a predetermined time

Descriptive subject lines

- Use subject lines that are very descriptive to the nature of the email that you're sending out
- If you've got an email with a variety of unrelated topics then separate them into different email threads so that you can keep track of them
- Easier to find something later if you follow this method
- EXTRA TIP: you can send yourself files / emails and then archive them so that you can find them later (changing the subject line to be very descriptive)

Sending yourself emails

- I use a label called “01-Action” that is placed on emails that I send myself so that I can sort them out quickly
- You can find apps to help you quickly send emails to yourself
 - Use “note to self” on google now application
 - On google play search for “email to self” (search for this in itunes app store)



Additional tips

- Use keyboard shortcuts:
 - “e” for archive
 - “y” remove label
 - “j” or “k” to move forward and backwards on email
- **DON'T DELETE**
 - Archive emails
 - Allows you to search later on
 - Remove them from your view but they are still there

The image shows a screenshot of the Chrome Web Store page for the 'KeyRocket for Gmail™' extension. The page layout includes a search bar at the top, a left sidebar with navigation options like 'Apps', 'Games', 'Extensions', and 'Themes', and a main content area. The extension's name 'KeyRocket for Gmail™' is highlighted with a red box. To its right is a blue 'ADD TO CHROME' button, also highlighted with a red box. Below the name, there are five stars, a rating of (143), the category 'Productivity', and '41,856 users'. The 'OVERVIEW' tab is selected, showing a video player with a play button. A red box highlights a text block that reads: 'The best way to learn keyboard shortcuts while you work in Gmail™ by http://www.keyrocket.com.' Below this text, it describes the extension as the fastest way to learn keyboard shortcuts for Gmail and Google Apps email accounts. At the bottom of the page, there is a section titled 'USERS OF THIS EXTENSION HAVE ALSO USED' with several other extension cards like 'Magic Actions for YouTube™', 'Disconnect', 'Save to Google Drive', and 'FromDocToPDF'.

Learn
keyboard
shortcuts

Questions?