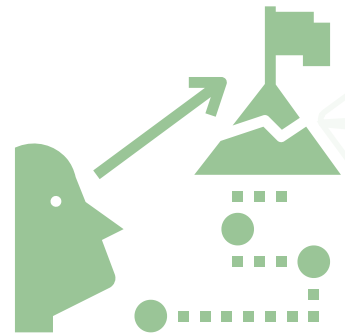


# 5-Day DIY Mini course to get to Inbox CALM

**Day 1:** Get in there and take stock of the situation

- Numbers in inbox
- Set some goals
- What are your current folders/filters?

some advice: **Accept that it's *just email!***



**Day 2:** Look your inbox in the eye & UNSUBSCRIBE like crazy!

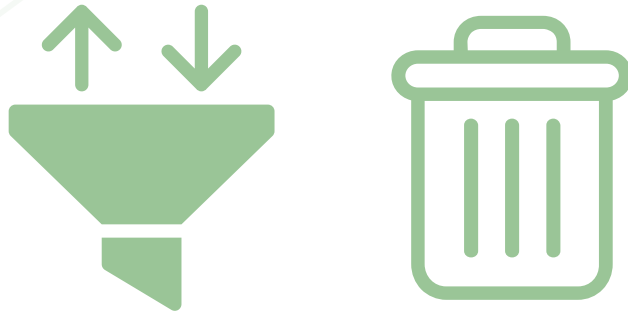
- Make the decision to unsubscribe regularly.
- You're not hurting anyone's feelings!

Unsubscribe



### Day 3: Delete your old and unwanted emails

- Sort/search to do a bulk delete (so satisfying!)



### Day 4: Labels, folders and filters

- Re-evaluate current ones
- Create new ones
- See what can be combined (less is more!)



### Day 5: Time to celebrate & share your wins!

- Keep it up!
- What's next?

