

# Is Email Driving You Crazy??

By Mimi Tanner, author of

**Declutter Fast! How To Get Your Home In Order In Only One Day**

[www.DeclutterFast.com](http://www.DeclutterFast.com)

## Email Clutter Can Be Overwhelming

What is the biggest clutter problem of the modern age? For many of us, it is email!

It's not spam which is the biggest problem. It is the fact that we hang on to far too many emails... both the ones we write and the ones we receive, and this can really add up after a few years on the computer!

Email can be a challenging clutter area which requires constant vigilance. And it's the **constancy** which truly makes a difference in getting the Email Tiger under control.

Do you really have five hours or five days to sit down and go through all that email and delete it? No, of course you don't! You'd be a walking zombie in no time. We all need to spend less time at the computer, not more!

## Small But Consistent Efforts Pay Off

Try this: make **small but steady, consistent** dents in that email pile.

Every time you check your email, go back and focus on one or more days from the past - either in your Inbox or your Sent items.

Delete anything that is not absolutely important to you.

## Back Up What Matters To You

Anything that **IS** absolutely important to you needs to be backed up!

Save that email on a removable disk of some kind - otherwise you could lose it if there is a computer crash.

Try not to get sentimental about emails. If they have GREAT sentimental value, then print them out (2 copies) and put them in a special notebook. Make 2 in case one gets lost or destroyed - if it's that special!

Then, after you've saved the email or printed it out - you know what to do... **delete** that thing immediately!!

With this steady approach, you'll start to see the numbers go down in your email. It may take a lot of time if you're busy.

**The trick is to erase more emails than you receive - every single week!**

Happy reading and decluttering!

With love,

Mimi Tanner

Author of **Declutter Fast - How to Get Your Home In Order**

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