



BUILD. YOUR. DAMN. BUSINESS.



Email Mastery Quick Guide

Hello, Email Ninja!



With this guide, you can easily
set-up your email to be a
clearinghouse for
pure awesomeness!



Let's Go!



1 Manage Your Emails

First things first, let's change your habits. When you sit down to respond to emails, use this handy chart to take quick action and keep your inbox clean. You can even print this off and keep it next to your computer!

1. Do It Now

If you can knock it out in under a couple minutes, respond NOW! Reply to the email and then decide with to do with it...

2. Archive/Delete

If you don't NEED the email later, archive or delete it right away. Keep your inbox clean!

3. Save to a Folder

If you are going to need the email for reference, move it to a folder right after your reply or complete the task. (see page 3!)

4. Mark Email for Later Reply

If you are not able to complete or reply to an email quickly, save it in your inbox to finish later. Make sure you mark it so it doesn't hang out in there forever!

5. Unsubscribe and Update

Don't need that promotional email? UNSUBSCRIBE RIGHT NOW! Update people on projects so they send emails to the right person and save you time sorting things you don't need.

2 Make Your Folders

Next, let's get your email system set up to keep your inbox clean and your reference messages readily available.

These lists are great examples of the folders you can set up for yourself, but of course, you can add/delete/tweak as needed!



Work



Internal Memos



Accounting



Marketing



Sales



Hiring/HR



Operations



Clients



CLIENT NAME 1



CLIENT NAME 2



CLIENT NAME 3



Research/Development



Operations



Personal



House/Apartment



Personal Finance



Family Updates



Kids



School



Sports/Hobbies



Events



Health/Medical



Travel



Events/Holidays



Pets



Volunteer/Charity

3 Master Your Signature

Finally, make your email signature work for you with these best practices.

Create a new document and insert a two column table. This will keep your information clean when you paste it into your signature!

Include all your info:

Name, Title
Company Name
Phone Number
Website
Phone Number



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Learn more about Piccolo!



Add your logo and a link to any special events or promos.



If you have one, add a link to your promo video or downloadable resources.



Remember to include links to your social media pages to grow your audience.

Want a shortcut? Click [HERE](#) to copy and paste our email signature template, complete with set-up notes!



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One Last Thing...

Yay! You did it! Wasn't that easy? You are one step closer to having more time and being super efficient!

I hope you have found this information helpful and will consider joining us online! Piccolo Solutions offers more workflows, templates, courses, and quick resources!



- Stay Motivated
- One Step at a Time
- Shortcuts
- Checklists
- KILL IT!

Stay focused and keep up your good work!

Follow Me For More
Great Tips!



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