



GETTING READY FOR THE WORLD OF WORK

Inbox Management

EMAIL USAGE STATS...

- How many people used emails worldwide in 2025?

4.6 billion!

- Roughly, how many emails are sent every day?

376 billion!



EMAIL USAGE STATS...

- What percentage of professionals check their emails daily?

93%

- What percentage of business users would say that email is their preferred communication?

86%

- How many emails does an average office worker receive each day?

121

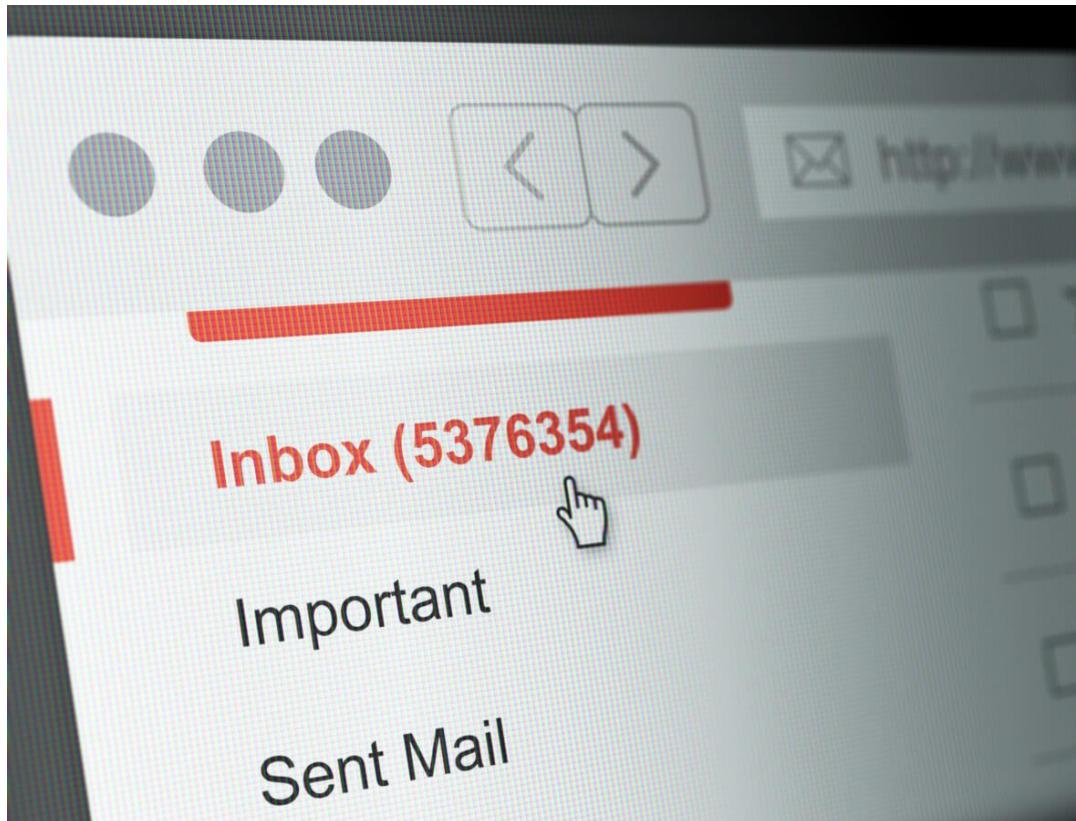


WHY IS INBOX MANAGEMENT IMPORTANT?

- Preferred communication in a variety of sectors.
- Professional expectation.
- Increasingly important in 'remote working' roles.
- Primary source of information sharing – personally and professionally.



DOES YOUR INBOX LOOK LIKE THIS?



If it is, you are probably...

- Missing important information related subjects/6th form life
- Missing interesting, exciting or helpful opportunities
- Impacting your working relationships negatively
- Making it harder for your brain to function effectively

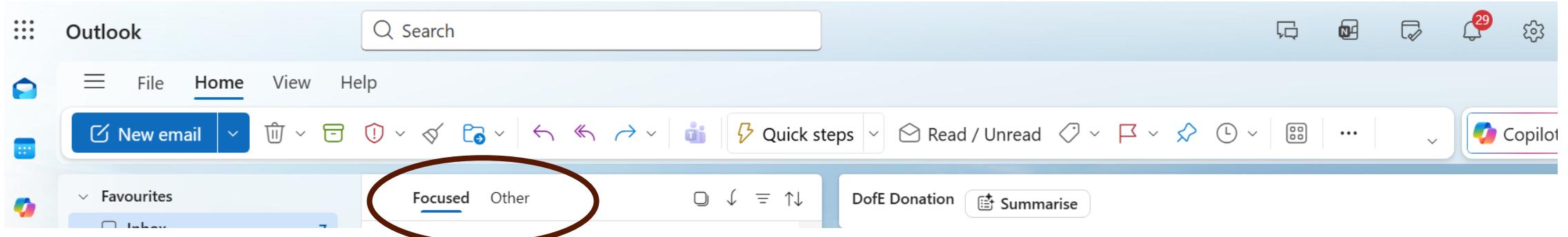
8 TOP TIPS FOR INBOX MANAGEMENT

1. Allocate email checking times during the day – before school, lunchtime and early evening is ideal.
2. ‘Read’ **ALL** the emails – but choose your approach e.g. HAS vs cover work
3. Use the 2-minute rule – if you can action or respond in 2 minutes or less, do it there and then!
4. If you can’t respond in 2 minutes, use a strategy to ensure you come back to it – leave unread or flag - [How to Flag an Email in Outlook \[2026 Full Guide\]](#)



8 TOP TIPS FOR INBOX MANAGEMENT

5. Know your email accounts' functionality



6. Delete any unnecessary emails immediately

7. Unsubscribe from unnecessary mailing lists

8. Use folders and labels to help organise your inbox - [How to Create New Folders in Outlook \(Complete Guide\)](#)

MAKE SURE YOU ARE...



Inbox Wizards

