



# 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



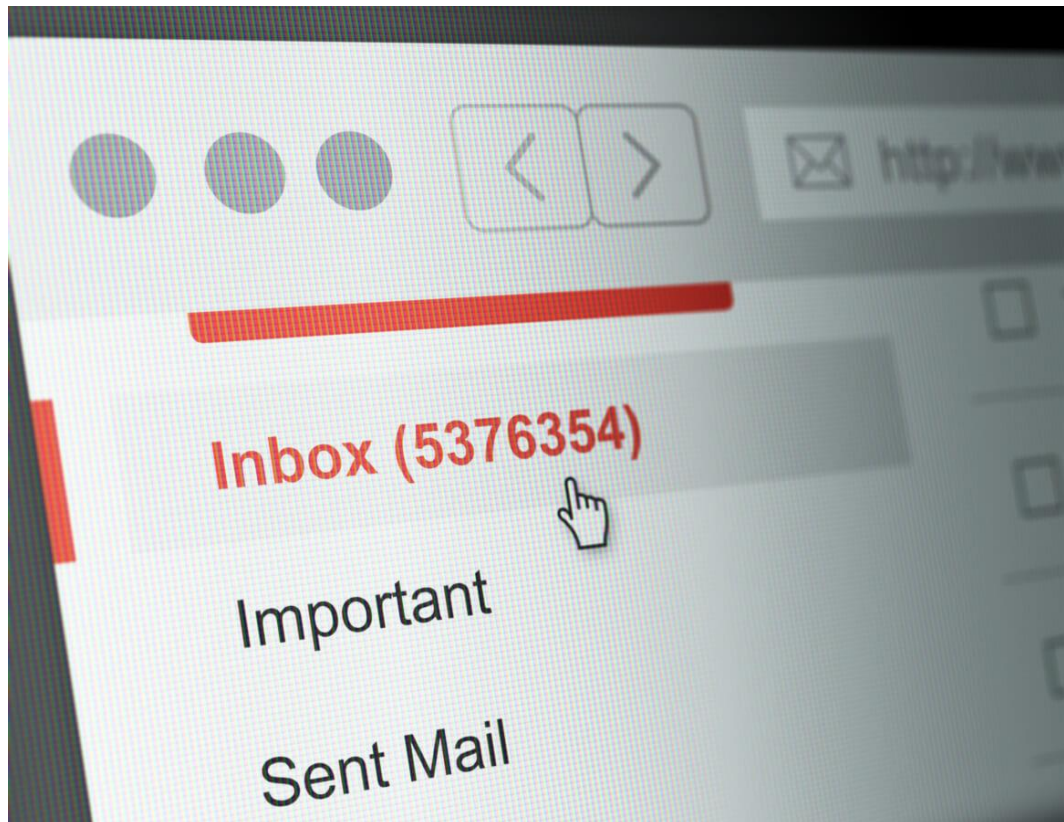
# WHY IS INBOX MANAGEMENT IMPORTANT?

- 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/6<sup>th</sup> form life
- Missing interesting, exciting or helpful opportunities
- Impacting your working relationships negatively
- Making it harder for your brain to function effectively



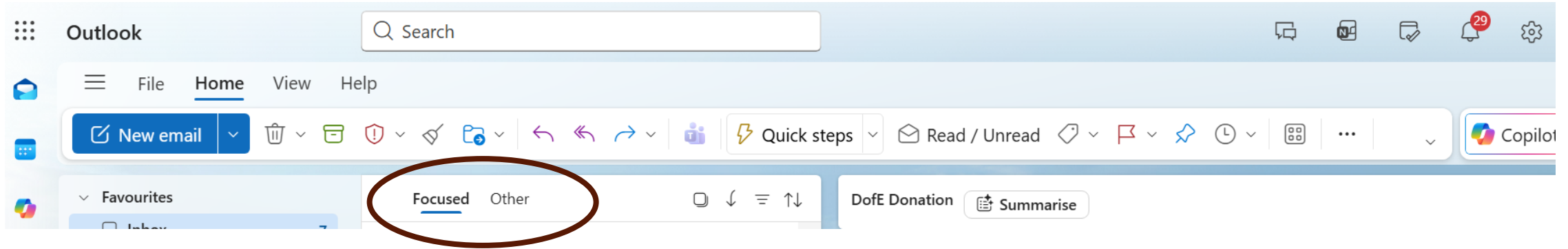
# 8 TOP TIPS FOR INBOX MANAGEMENT

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...**



InboxWizards

