

Zero Sum Game

Several time-management gurus teach the concept of a zero inbox.

A zero inbox means I've answered or deleted every email from today.

I lived a few seasons under the bondage of achieving zero. It took me a while to figure out, I was getting less done. I was distracted by zero.

I just finished my goal setting for Quarter 3. My goals will drive my daily actions. I'll take three big actions every day to move closer to achieving my goals. I don't set goals for how to use the tools in my life.

Create a priority system for your response to emails. Set mailbox rules to filter the most critical messages. There are probably only two or three emails per day that require your quickest attention.

Your big three action steps must remain your highest priority.