

DOTTYMOW

**Create space, harmony and peace
of mind by letting go of those things
you don't need any more.**

Email Organisation

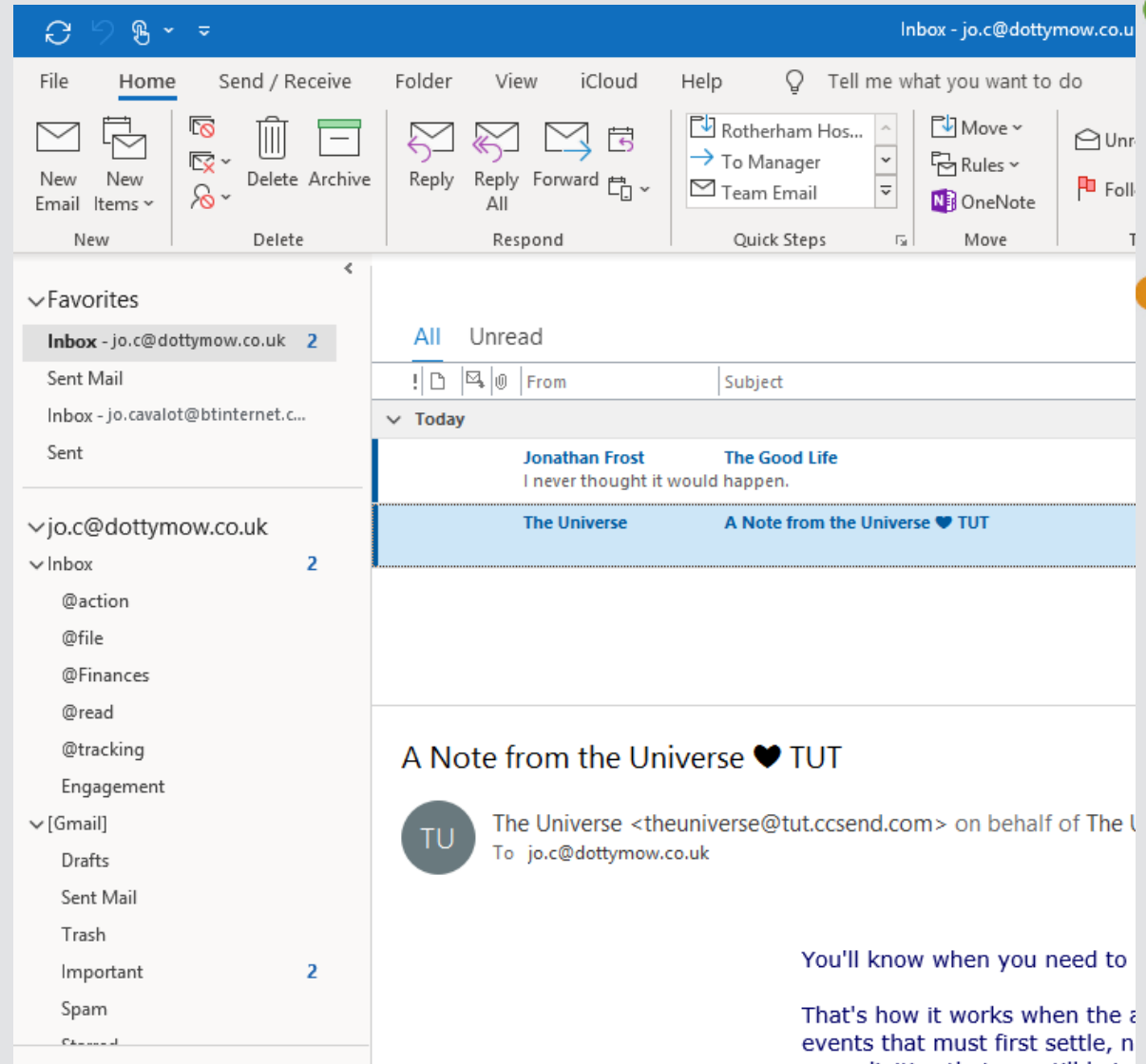
JO CAVALOT

**DECLUTTER & ORGANISE THE THINGS
YOU'RE MOST OVERWHELMED WITH**



Email organisation

- Deal with ALL
- Use folders
- Use favourites
- Action immediately or move to “to do” folders e.g.
 - @action
 - @file
 - @read

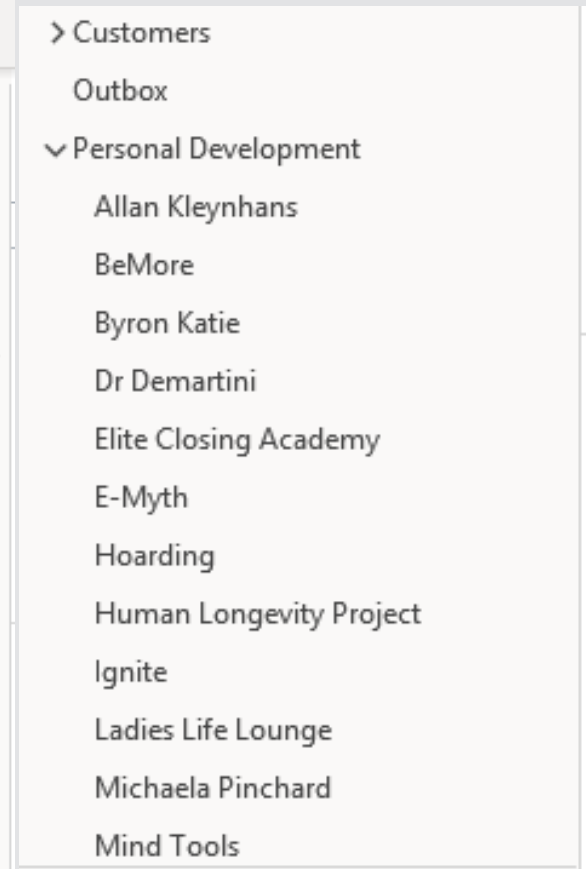
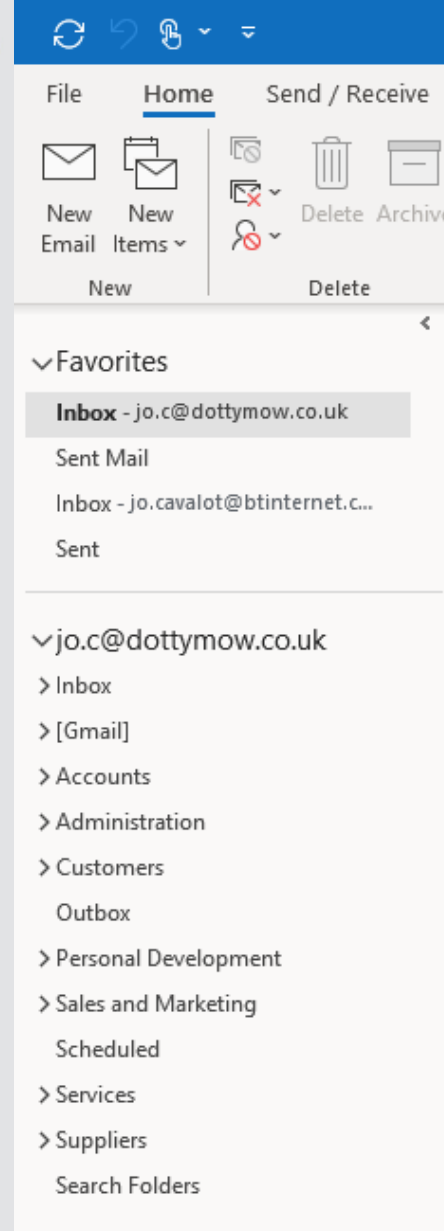


JO CAVALOT

DECLUTTER & ORGANISE THE THINGS
YOU'RE MOST OVERWHELMED WITH

Email organisation

- Formulate a structure
- Do it as a team
- Ensure every email has a home
- File received and sent emails
- Clear out trash and junk
- Unsubscribe



JO CAVALOT

DECLUTTER & ORGANISE THE THINGS
YOU'RE MOST OVERWHELMED WITH

Contact me if you want to know more...



 Jo Cavalot

 @TheJoCavalot

  @dottymow

JO CAVALOT

DECLUTTER & ORGANISE THE THINGS
YOU'RE MOST OVERWHELMED WITH

Jo Cavalot

 0114 400 0039

 07427 175 895

 jo.c@dottymow.co.uk

 **dottymow.co.uk**

