

Inbox Zero Checklist

- Go into your settings
- Go to inbox tabs
- Unclick the social & promotion tabs
- Save changes
- Go to settings, labels tab
- Create new label (remember to think about what type of emails you receive and organize them accordingly).
- Save changes
- Settings, labels tab
- Enable your multiple inboxes
- Settings, general tab
- Pick your stars
- Write down what stars you've picked
- Order stars by how often you'll use them
- Save changes
- Settings, multiple inboxes
- Assign your stars a label under search query and panel title (Has:yellow-star)
- Decide your maximum page size
- Decide your panel positioning
- Save changes
- Go through and mass delete
- Go through category by category and label your emails
- Enjoy an empty inbox!

