

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 (THINK ABOUT THE TYPE OF EMAILS YOU RECEIVE AND ORGANIZE 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