A QUICK GUIDE

Inbox Tips, by the Numbers

Find your inbox below — and a few honest moves to make it calmer. Wherever you are, the goal was never an empty inbox. It was a quiet mind.

Zero

A clear inbox is a good thing — enjoy it. The only watch-out is letting “empty” become the number you measure yourself by.

→ Keep zero as a side effect of good decisions, not a streak you have to protect.

→ If you ever catch yourself checking just to keep the count down, that’s the moment to ease off.

→ Empty isn’t the goal in itself — a clear head is. Most days, you’ve already got both.

Under 100

You're ahead of most. The goal now is to keep it from quietly creeping upward.

→ Process email at two or three set times a day — and close it in between, so it can't drift.

→ Decide once: when you open a message, resolve it then, even if the decision is simply “later.”

→ Start tomorrow with one task that matters before you open your inbox at all.

A few hundred

Totally normal — and totally workable. The way through is a little attention each day, not a heroic cleanup.

→ Don't try to clear it all. Do one thing that matters first thing, before email gets a vote.

→ Close the tab between checks. An always-open inbox leaks your focus all day long.

→ Ignore the count for a day. Just handle the messages that genuinely need you — the number isn't the score.

In the thousands

No judgment — this is more common than you’d think. The way back isn’t a heroic cleanup; it’s small and steady.

→ You don't have to dig out today. Tomorrow, do one thing that matters before you open your inbox.

→ The pile isn't a verdict on you. It's just volume. Your attention is the thing worth rescuing.

→ Give yourself a finish line: set a 15-minute timer, do what you can, and stop — guilt-free. Tomorrow, 15 more.

The one move that works at every level: do one thing that matters **before** you open your inbox tomorrow. Start on your own agenda, not everyone else’s — and the whole day tilts back toward you.

