



DIGITAL DETOX



by Stephanie Ardoin

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Welcome TO DIGITAL DETOX

I'm so glad you've requested our Digital Detox. I distinctly remember a time when my own emails and computer files were causing unnecessary stress and overwhelm in my life. I wasn't sure where to start but knew that my digital disorganization was not something I could keep ignoring.



I created a straight-forward approach that requires minimal maintenance because I changed the way I process through my emails and files from the second I receive or create them.

Are you ready to enjoy your email inbox again?

Let's get started! 😊



Video Guide

- *Stefanie Ardoin*



WHY A DIGITAL DETOX?

Do you open your email and think, "**Where do I begin?**" or "**Should I just delete this email address and create a brand new one?**" Does the sight of your overflowing inbox fill you with dread? You're not alone. In today's hyper-connected world, our digital lives have become cluttered, chaotic, and overwhelming.

So, why should you follow through with a Digital Detox? Because it's the gateway to a transformed digital life. It's the first step towards regaining control, boosting productivity, and experiencing the freedom that comes with a decluttered inbox. **Take this journey with us, and unlock the potential for a simpler, more productive, and less stressful digital world.**

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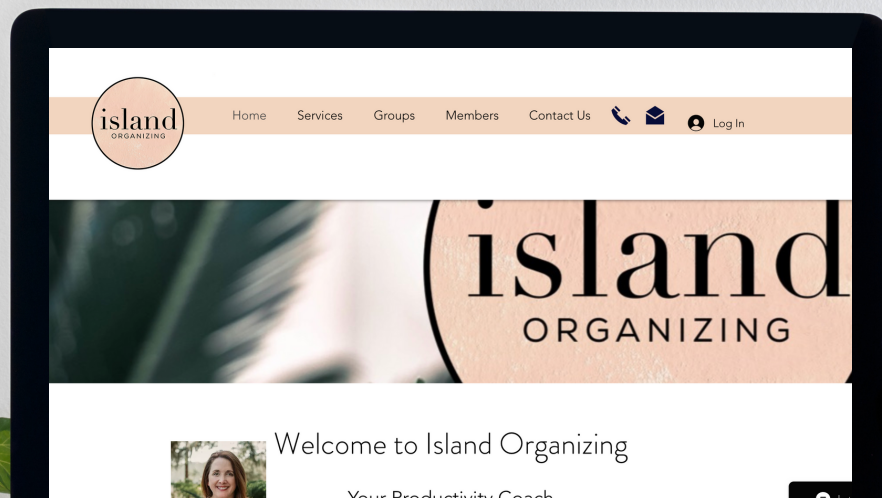
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BEFORE GETTING STARTED

Embarking on a Digital Detox is an exciting journey towards a clutter-free inbox and enhanced productivity. However, there are a few essential things to keep in mind:

1. **Patience Is Key:** Your inbox won't magically transform with a click of a button. It's a process that takes time, so be patient with yourself.
2. **Consistency Matters:** Consistent effort is vital for lasting results. Dedicate regular time to process your emails and stick to your new habits.
3. **Just Get Started:** The most challenging part of any journey is taking the first step. Don't overthink it; just start. Every small action counts.
4. **We're Here to Help:** You're not alone on this journey. Island Organizing and Stefanie Ardoin are here to provide guidance, support, and expert tips throughout your Digital Detox.

Remember, your clutter-free and organized inbox is within reach. With determination, consistency, and the right guidance, you can achieve a transformed digital life. Let's take that first step together.



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Workbook

DIGITAL DETOX

When deciding to start fresh with your email inbox, most people assume they need to clean up everything FIRST. I want to see you get started and get motivated on Day One.

Assess Your Email Environment:

- Begin by checking the current state of your inbox. Take note of how many unread and read emails are currently sitting there.
- Evaluate the number of folders or labels you have set up.
- Envision your ideal email inbox. What would you like it to look like and how do you envision it functioning?
- Reflect on your motivations for simplifying your inbox. Why do you want to streamline this aspect of your digital life?



Workbook

DIGITAL DETOX

Steps to Declutter, Organize, and Supercharge Your Productivity

01

Step 1: Establish a "Sort" Folder

- Start by creating a dedicated "Sort" folder in your email account.
- Move all unread and unprocessed emails into this folder, alongside your existing ones.

02

Step 2: Organize with Labels

- Utilize one of the label sets provided below to create a new set of labels within your inbox.

03

Step 3: Streamline Email Processing

- As new emails arrive, categorize them into these newly created labels for organized processing. Each bolded label are for emails that require that action. All other labels are strictly for reference or archiving by category.

04

Step 4: Batch Processing

- Enjoy the benefits of batch processing. Now, you can efficiently handle emails in groups, boosting your productivity.

This streamlined approach will help you declutter your inbox, establish an organized system, and enhance your efficiency.

Home Email labels

1-Reply

2-Dates

3-Do

4-Review

5-Delegate

6-Waiting For

7-Ideas & Me

8-Home

9-Family

10-Financial

11-Medical & Health

12-Memories

Work Email labels

1-Reply

2-Dates

3-Do

4-Review

5-Delegate

6-Waiting For

7-Ideas & Me

8-Marketing & Leads

9-Clients & Projects

10-Team

11-Finance & Admin



WANT MORE?



Ready to Detox Your Inbox and Supercharge Your Productivity?

While our upcoming digital course, "Detox Your Inbox: Simplify Your Inbox for Maximum Productivity," is on the horizon, you don't have to wait to take action.

Schedule a Discovery Call Today:

Visit our website to schedule a discovery call with us. Let's discuss your unique needs, challenges, and goals. Together, we'll create a customized plan to kickstart your journey towards a clutter-free inbox and unstoppable productivity.



Don't wait - your digital transformation begins now!

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