

Too Many Emails

A calm, step-by-step workbook for unsubscribing safely, finding important messages faster, sorting what matters, and building a 10-minute email routine.

Course goal

Leave with fewer repeat emails, one useful folder or label, safer spam habits, and three personal email rules.

Use this during class

Write directly on these pages. If a step feels risky, pause and ask for help before deleting, clicking, or downloading.

Before you clean anything

⌘ Do not try to fix the whole inbox in one sitting. Pick one sender, one folder, or one kind of message.

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⌘ Do not click links in suspicious messages. Report those as spam or junk.

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⌘ Use search before deleting. Important receipts, account messages, and attachments can be mixed in with clutter.

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⌘ Your goal is control, not perfection. Inbox Zero is optional.

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Current inbox number	Write the number, but do not judge it: _____
Biggest problem	Subscriptions / old unread mail / spam / hard-to-find messages / waiting replies
One win for today	If I only improve one thing, I want: _____

1. Stop the Flow

Unsubscribing is the fastest way to prevent tomorrow’s clutter. Use it only on normal newsletters or business emails from senders you recognize.

- Open one normal newsletter or promotion.
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- Scroll to the bottom and look for Unsubscribe or Manage Preferences.
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- Unsubscribe, then search that sender and clean up older messages.
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- If the message looks suspicious, do not click unsubscribe. Mark it as spam or junk instead.
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Sender	Keep, unsubscribe, or move?
1.	
2.	
3.	
4.	
5.	

Safe unsubscribe signs

You recognize the company, the sender address looks normal, and the email is clearly a newsletter, coupon, receipt, or update.

Do not click if

The message threatens you, asks for a password or payment, has strange spelling, or comes from a sender you do not recognize.

2. Search Like a Pro

Search lets you clean in focused batches instead of hunting message by message.

Search	Use it for
from:name@example.com	Messages from one person or company
subject:invoice	Bills, receipts, invoices, statements, or a specific topic
has:attachment	Messages with files attached
is:unread	Unread messages in Gmail
older_than:6m	Older Gmail messages that may be ready to archive or delete

Practice

Try this search	What did it find? What action did you take?
from:_____	
subject:_____	
has:attachment	
is:unread	

3. Sort What Matters

Folders and labels work best when there are only a few of them and each one has a clear job.

Good folder names

Receipts, Medical, Family, Travel,
Work, Waiting Response, Newsletters,
Documents

Folder names to avoid

Stuff, Misc, Random, Important
Everything, Old Email, Maybe Later

Folder or label	What belongs there?
Waiting Response	Messages where someone owes you an answer.
Receipts	Purchases, invoices, confirmations, returns, tax-useful records.
Newsletters	Useful but non-urgent subscriptions.
Your choice	

Waiting Response habit

â Move messages there when you are waiting for someone else.

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â Check the folder once or twice a week.

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â Move the email out when the issue is finished.

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4. Delete, Archive, or Keep

A calm inbox needs clear decisions. Use this guide before bulk deleting.

Action	Use when
Delete	The message is clutter, outdated, promotional, or no longer useful.
Archive	You do not need it in the inbox, but might search for it later.
Keep in inbox	You need to answer, pay, attend, read, or take action soon.
Move to folder	It belongs to a category you want to find again.
Mark as spam	It is unwanted, suspicious, fake, or unsafe.

5-minute cleanup sprint

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Set a timer for five minutes.

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Search one sender or one topic.

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Scan the first screen of results.

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Select only the messages that match.

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Archive or delete the batch.

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Sprint target	Number cleaned

5. Spam and Scam Safety

Spam should be reported, not investigated. A suspicious email is not worth clicking just to see what happens.

â Watch for urgent threats, surprise invoices, fake delivery notices, strange sender addresses,
€ mismatched links, and unexpected attachments.
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â Use Mark as Spam or Junk for suspicious messages.
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â Use the official website or a known phone number if the message might be real.
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â Do not send passwords, codes, gift card numbers, banking details, or Social Security
€ information by email.
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Suspicious message	Red flags you noticed

6. Your Weekly Inbox System

The best system is one you can repeat. Choose three simple rules and one weekly cleanup time.

My email rule	My answer
I will unsubscribe from	
I will check email at	
I will create or maintain a folder for	

10-minute routine

â Minute 1: check urgent personal or business mail.

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â Minutes 2-4: unsubscribe or delete one clutter source.

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â Minutes 5-7: search and archive old mail from that source.

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â Minutes 8-9: check Waiting Response.

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â Minute 10: write the next cleanup target.

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Course completion checklist

â I know how to unsubscribe safely.

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â I know how to search by sender or subject.

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â I know when to delete, archive, keep, move, or mark as spam.

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â I have one folder or label that makes my inbox easier.

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â I have a weekly routine I can actually repeat.

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