Ninja Email Processing...

Is the information important to ME at all?

- No → Delete!
- Maybe → 30 second eyeball, then...
- Yes → Am I committed to an action here?

30 second eyeball, then...

Action? → Am I committed to an action here?

No action but...
- ...I want to think about this again sometime in the future → Add to calendar then file the email in... → Reference Folders
- ...I want to keep it → Reference Folders
- ..I want to keep track of someone else's action → @Waiting
- ...I need to read further → Is it important for me to read/know this soon?

Am I committed to an action here?
- No → Is it important for me to read/know this soon?
  - No → Reference Folders
  - Yes → @Read
- Yes → Can I do it in 2 mins or less?
  - Yes → Do!
  - No → @Action → Then later... → Do!

Do I need a reminder to track someone else's action on this?
- Yes → @Waiting
- No → Reference Folders

Okay, so now to file the original email → Do!