

QUICK CHART

Inbox Zero: Start from the top and process 1 by 1

(See back for more keyboard shortcuts)

**NO ACTION
REQUIRED?**

Hit **Archive!**
◀ *Backspace*



**QUICK
CHORE?**

Do it and
Archive!



**WAITING FOR
SOMEONE?**

Flag and
Archive!



**DESERVES
ATTENTION?**

Move to **Later,**
Now or **Calendar!**



KEYBOARD SHORTCUTS

Shortcut	Windows	Mac	Web
Search	Ctrl + F Ctrl + E (Outlook/ Teams) Windows Key	⌘ + F ⌘ + Shift + F (Mail) ⌘ + Space (Spotlight)	/
Create / Compose	Ctrl + N	⌘ + Nw	C N
Send	Ctrl + Enter Ctrl + S	⌘ + Enter ⌘ + Shift + D	Ctrl + Enter
Flag / Star	Ctrl + Shift + G then Enter (Outlook)	⌘ + Shift + L (Mail)	S L
Move	Ctrl + Shift + V (Outlook) or use Quick Steps (Outlook)	Ctrl + ⌘ + 1/2/3/etc. (Mail) ⌘ + Shift + M (Outlook)	V
Archive	Backspace	Ctrl + ⌘ + A (Mail) Ctrl + E (Outlook)	E Y
Scroll / Read	(Shift +) Space	(Shift +) Space	(Shift +) Space Page Up/Down
Emoji	Windows key + . (period)	Ctrl + ⌘ + Space (or 🌐)	More tips? speedmailing.com