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Carolyn is a learner-centric instructional designer who is proficient at generating new content and improving upon existing materials.Ah, the bliss of an empty inbox . . . PixabayManage Your Inbox BetterDon't get me wrong—email is an incredibly useful tool. Truth be told, for communication that isn't urgent, I would much rather write an email than either text or call someone on the phone. It's the perfect asynchronous way to get your message across, and it allows you to carefully select your words. Plus, it leaves a written trail of the conversation should you ever need one.The problem arises when email begins to dominate your day and your thought processes. We all know that we should keep up with it, but the task seems daunting. With that in mind, I've come up with a few quick tips on how to tame the beast.You may have seen some version of these tips before concerning either a physical or electronic inbox. Even so, please forge ahead to see my personally updated spin on this classic approach.The Five Ds of Email ManagementDisregard Delete Digest Delegate Defer 1. DisregardFirst and foremost, let me state the obvious: You should unsubscribe to any emails that you routinely disregard and/or that are no longer serving your best interests. There is usually an "unsubscribe" or "manage subscriptions" link at the bottom of commercially generated emails. Start here before you do anything else. If you are not sure, unsubscribe anyway. You can always opt in again later on. Use this option only for emails that you're not going to need for any other reason.Ujesh Krishnan/Uinsplash2. DeleteYou've received yet another advertisement for shoes (or whatever item you purchased last). You don't want to completely unsubscribe quite yet because they may have a future sale you'd like in on. So, for now, just glance at the email (or just the title) and hit that delete button with a clear conscience. Use this option only for emails that you're not going to need for any other reason.3. DigestIf the email concerns something of interest to you, you'll need to digest it. That means reading through the email and gleaming the important content. After that, either delete it right away or file it. I have folders for my email, which I have carefully crafted to save emails (in a way I can locate them) that I may need in the future.When making a decision as to whether or not I need to keep an email, I try very hard not to keep things of a "current events" nature. I only file things that I may need to reference in the future. I also don't keep things that I could find again with a quick Google search.Whatever you do, don't let it continue to hang out in your inbox once you've read it. If you want to re-read it, you may want to "defer" it rather than file it (see step 5) or possibly even print it out (to be used sparingly).4. DelegateDelegating means forwarding the email to someone else who may act on it or simply read it. You don't necessarily have to be someone's boss to delegate an email. In this case, you're just scooping it out of your inbox and into someone else's for their reading pleasure. If you are going to need a response and/or you need to follow up to make sure something has been done, be sure to defer a copy for yourself as well.5. DeferI absolutely adore this option. Dave Crenshaw (of LinkedIn Learning) got me hooked on this technique. Most email packages have a snooze feature. You can defer email for tomorrow, for the upcoming weekend, for next month, or even for next year. You can also defer to a custom time, such as having an email reappear just before an online meeting when you might need to refer to the content.If I want to leisurely read and enjoy some content, but I don't have time at the moment, I snooze the email until either later in the workday or just before bedtime (depending on the topic). I have even been known to snooze the same email multiple times (yes, that's allowed).DoneOkay, here's a sixth "D" for no extra charge: done! By following these steps, you'll end up with an empty email inbox, which can be very gratifying. It almost feels like a mini vacation. Sure, you're not "technically" done with your emails, but you've sorted and prioritized them in a way that will make your life much easier.If you have some tips you'd like to add, please share them in the comments. I'd love to hear from you. Here's the LinkedIn course I used for reference.This content is accurate and true to the best of the author's knowledge and is not meant to substitute for formal and individualized advice from a qualified professional.© 2021 Carolyn FieldsCarolyn Fields (author) from South Dakota, USA on August 27, 2021:Thanks for reading and commenting, Liz! Glad you found it useful!Liz Westwood from UK on August 27, 2021:This is a very interesting and useful article. I had not heard of the snooze feature before. I tend to do a lot of what you say. In addition I have started filing emails I want to keep into folders. In creating the DS, Nintendo was aiming for a vehicle that allowed developers to do some exciting things never before seen in video gaming, let alone handheld gaming. Enter the two screens. Demos for the DS showed how some of those developers chose to navigate the new territory. Some games gave two completely different perspectives on the on-screen action, while others used the second screen to display gaming peripherals like maps, menus and object inventories. What Nintendo hopes is the most innovative aspect about the two screens, though, is that they allow for an entirely new input system in video gaming. For all of its dazzling innovations, video games are essentially still controlled by pushing (and pushing and pushing) buttons. With the DS touch screen, there is an entirely new world of controls that are now possible for gamers. At E3, some of the most lauded demos for the DS allowed gamers the ability to draw their way through a game, control characters through touch or use the stylus to "carve" objects onscreen to create digital sculpture. Screen shot of Metroid Prime: Hunters Photo courtesy Nintendo of America, Inc. And it's not strictly for gaming. Also on deck are applications that allow players to write messages, utilize an onscreen keyboard and send and receive text messages during game play. Microphone In addition to the touch screen, the DS also allows for voice or sound input into the game. Yes, that's right: New video games could not only interpret button pushing and screen tracing, but also claps, shouts or screams. Developers can create games where players would control characters through voice recognition, but that's not all. The microphone also allows gamers to chat wirelessly with each other, a feature popularized by programs like Xbox Live. Wireless The DS also features wireless technology for connecting gamers to one another and the Internet. Many thought that Nintendo would install Bluetooth technology in the DS, but it opted for the stronger and wider range of IEEE 802.11. Nintendo also looked to Xbox Live and its mega hit "Halo" for inspiration in allowing the DS to connect gamers to one another. Up to 16 people can play each other on the DS, and with a wireless LAN connection, that number could increase indefinitely. Add in the possibility of multiple players engaging in game sharing (using only one cartridge to allow many people to play the game), and you can see why some people in the video game industry are very excited about the handheld with two heads. Tech Specs Prior to release, Nintendo was extremely tight-lipped about the exact specifications of the DS for fear that a competitor might try and beat it to the market. Now that it's out, the company lists these specs: Size (closed): DS - 5.85" wide / 3.33" long / 1.13" tall; DS Lite - 5.24" wide / 2.91" long / 0.85" tallWeight: DS - 275 grams; DS Lite - 218 gramsUpper Screen: Backlit, 3-inch, semitransparent reflective TFT color LCD with 256x192 pixel resolution and .24 mm dot pitchTouch Screen: Same as upper screen, but with transparent analog touch screenBrightness: DS - two settings; DS Lite - four settingsColor: Capable of displaying 260,000 colorsWireless Communication: IEEE 802.11 and Nintendo's proprietary format; wireless range is 30 to 100 feet, depending on circumstances; multiple users can play multiplayer games using just one DS game cardControls: Touch screen, embedded microphone for voice recognition, A/B/X/Y face buttons, plus control pad, L/R shoulder buttons, Start and Select buttonsInput/Output: Ports for both Nintendo DS game cards and Game Boy Advance Game Paks, terminals for stereo headphones and microphoneOther Features: Embedded PictoChat software that allows up to 16 users to chat at once; embedded real-time clock; date, time and alarm; touch-screen calibrationCPUs: One ARM9 and one ARM7Sound: Stereo speakers providing virtual surround sound, depending on the softwareBattery: Lithium ion battery delivering six to 10 hours of play on a four-hour charge, depending on use; power-saving sleep mode, AC adapterLanguages: English, Japanese, Spanish, French, German, ItalianColor: DS - Silver and black; DS Lite - White Source: Nintendo I have seen many cases on Instructables and decides to make a cloth pouch for the DS note this has not been made but this is how it'll be done also if you make this give me pictures link to photobucket or something I just want pictures*just get an old shirt that doesn't fit if you have a logo or something don't trash it you can make a cooler look on the top/front *okay you will also need a needle and thread *obviously a dsyou will have to measure your ds because I'm to lazy to measure my own ds and its 3:33 in the morning once you have your measurements apply them to this template bare with me my camera sucks and I don't feel like dealing with itokay you should see how it folds yes fold FOR THE LAST TIME IT IS ONE BIG PIECE So you fold Okay you have to have the flap to make it close-able you should probably use velcro to close it I think I labeled it backwards the top and bottom screen are backwards so you should make it inside out so you don't see the seams and flip it right side out when your done just sew it up and there you go you could add a little extra pouch on the back for games and misc. thingsthe ds with the triforce I made myself if you like it tell me it took a while

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