

Let's face it, everybody is busy 'doing' life and to add one more task to the 'to do' list may take some over the edge. A lot of that can be attributed to the fast pace that we now live in, and the other is not being as organized as we could be.

Okay, I'm an organization junkie always looking for a better way to streamline my operations. I'm a student of the **Franklin Covey system** along with **David Allen's Getting Things Done** (GTD) methodology. Both systems work and have environments and people where they work best. A while ago I ran across a revolutionary way to get my inbox completely cleaned out (on my mobile device so far) and I'll never be the same!

The concept is this, sort emails based upon the ones that require a response and the ones that do not. The one's that require action you move to an '@Action' folder that you create and the ones that are just for information you place in a '@Reference' folder.

That's it, It's your turn. [Go ahead download and revolutionize your world!](#)