Cheat Sheet - LeanMail Prioritize

LeanMail

Prioritize Toolbar

Normal priority

High priority

LeanMail Options

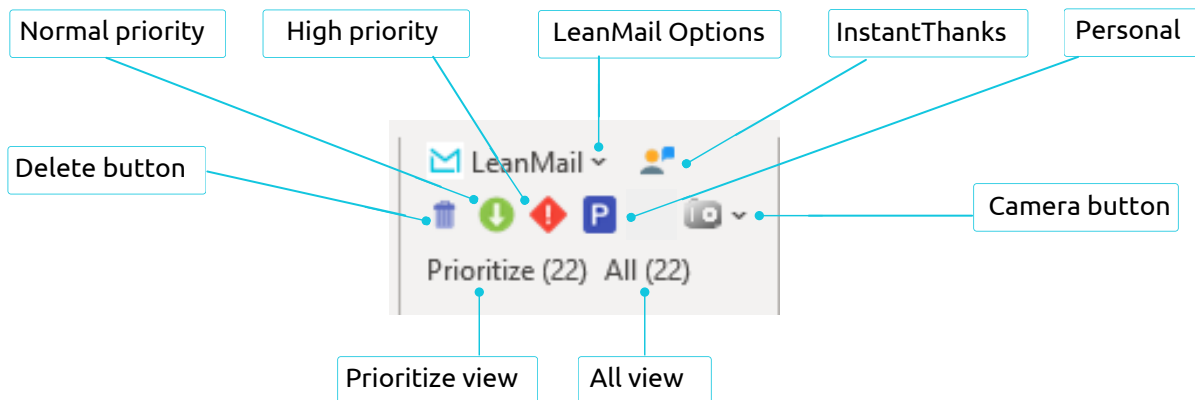InstantThanks

Personal

Delete button

Camera button

Prioritize view

All view

Prioritize Buttons

Delete - Same as functionality delete from your keyboard

Normal priority - For emails that need action

High priority - For emails that need action and very important

Personal - Personal or things to do at home

Camera button - Snowmail, print screen and help

Views

Prioritize view
- Start here
- Shows emails needing prioritization

All view
- Shows all the emails in your inbox

LeanMail Extras

LeanMail Add-in - Options

Version nr.   5.1.0

InstantArchive Prioritize Plan

Thumbs-up mail subject: [Got it. Thanks.]

☑ Require prioritization
☑ Use conversation mode in prioritize view
☑ Make Cc: mails appear in gray text
☑ Show Activity column

Edit the InstantThanks message in LeanMail drop-down/Options/Prioritize tab

How to Prioritize

1. Select the Prioritize view.
2. Starting at the top of your inbox, assign a priority, High, Normal, Delete, or Archive to each email until all emails have been processed. You may answer any mails that take less than 10 seconds, but don't get off track. Prioritize all your mails.
3. The view will switch to the Plan view once completed.
4. Continue processing your email in the Plan view.