



Email Organization Case Study

KISS Virtual Services- July 2021

- Goblackink.com is a LIVE Stream Production Company helmed by Toya Glenn. Toya and I are friends and partners in gokiss.social.
- It's a running joke among us as I keep my inbox at the most 20 emails and she has thousands as you can see.
- She needed help.

Toya's inbox was outdated and out of control.

Inbox

Total Emails



1,151-1,200 of 32,996

24,462

Primary

- Our goal in this email organization is to alleviate the unnecessary emails by unsubscribing to some, doing a mass delete of many, and organizing the remaining into filters and folders to maintain an organized inbox.
- This will allow her to focus on incoming client emails and the success of her business.

- Finished Total Inbox



Inbox

2,743

- Finished Total Emails

1-50 of 7,500