SAMPLE PROJECT · DEMO INBOX

EMAIL MANAGEMENT

Inbox Cleanup: From 20 Unread to 6 That Matter

Labels, filters, and saved replies set up in Gmail for a busy small business owner

20
Unsorted emails in the inbox

7
Color-coded labels created

5
Filters that sort new email automatically

6
Emails left in the inbox: only what needs action today

The task

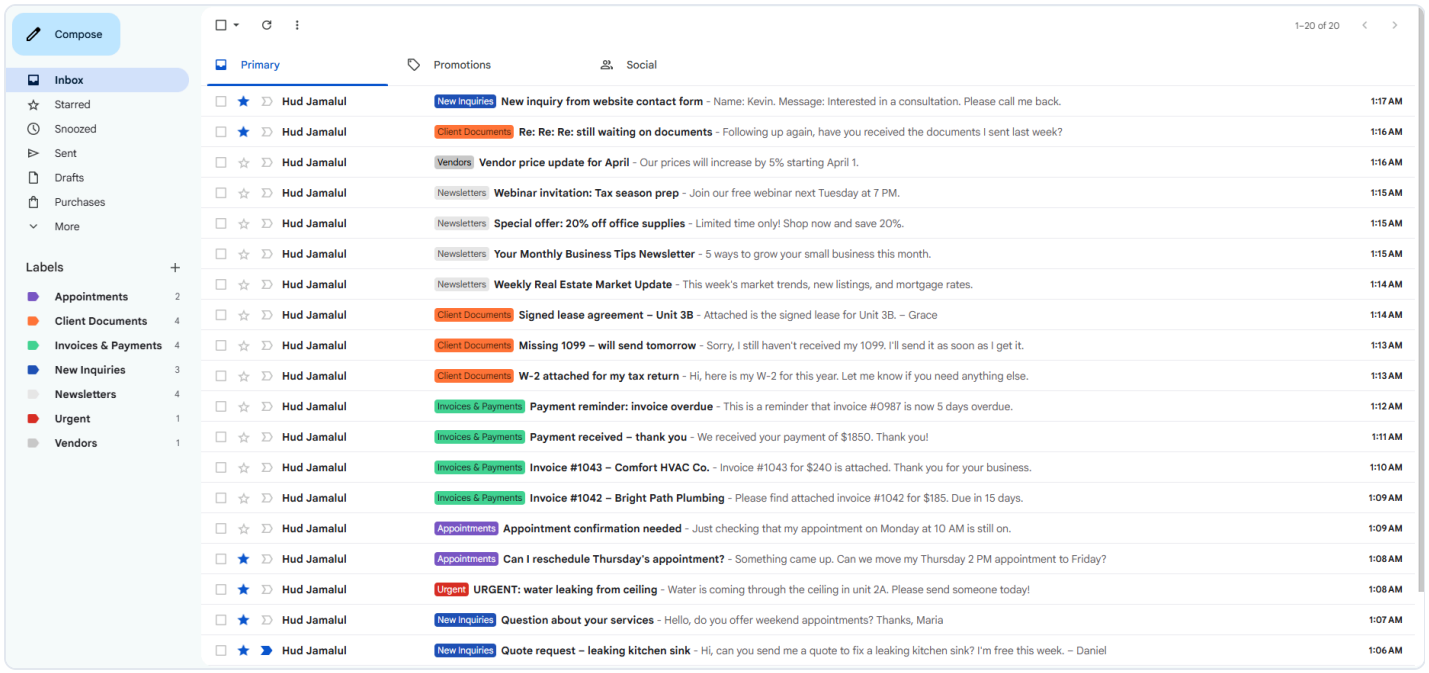
A busy owner's inbox mixes everything together: new client inquiries, urgent repair requests, appointment changes, invoices, client documents, vendor notices, and newsletters. Important messages get buried, and replies are slow. I set up a demo Gmail inbox with 20 realistic emails and organized it the way I would for a client.

Labels I created

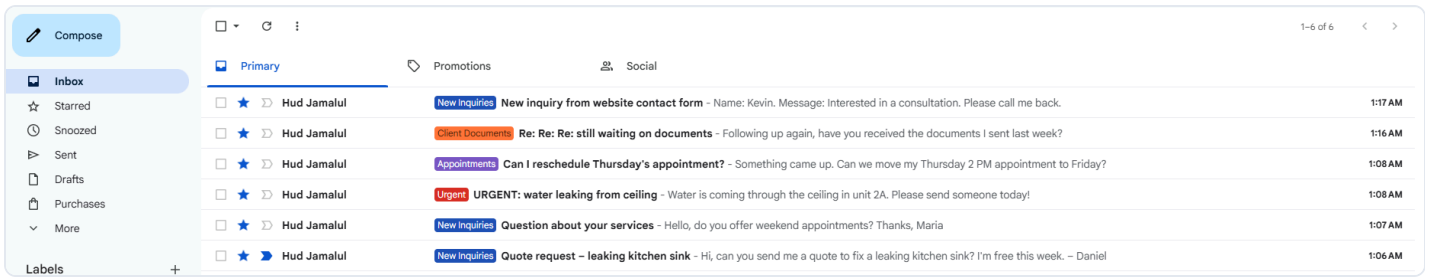
Label	What goes there
Urgent	Emergencies that need action now
New Inquiries	Possible new clients
Appointments	Bookings and changes
Invoices & Payments	Bills, receipts, reminders
Client Documents	W-2s, leases, document follow-ups
Vendors	Supplier notices
Newsletters	Promotions and updates

Filters that run automatically

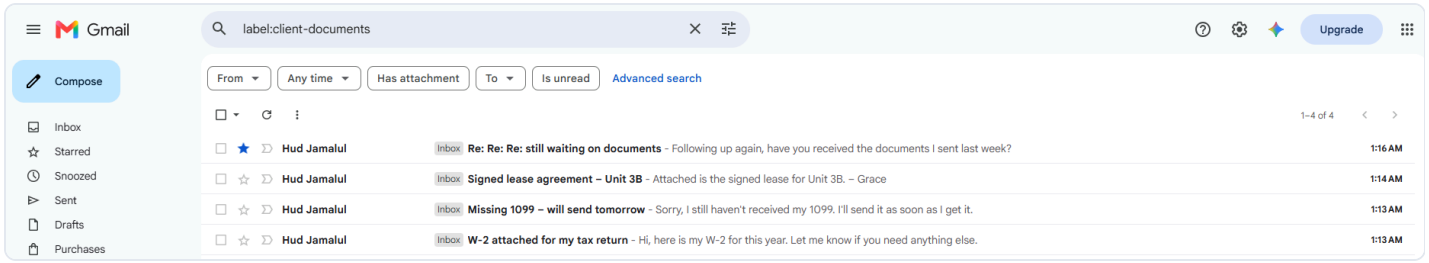
Subject contains	Action
`invoice OR payment`	Label Invoices & Payments
`newsletter OR offer OR webinar OR "market update"`	Label Newsletters, skip the inbox
`quote OR question OR inquiry`	Label New Inquiries, star it
`urgent`	Label Urgent, mark as important
`appointment OR reschedule`	Label Appointments



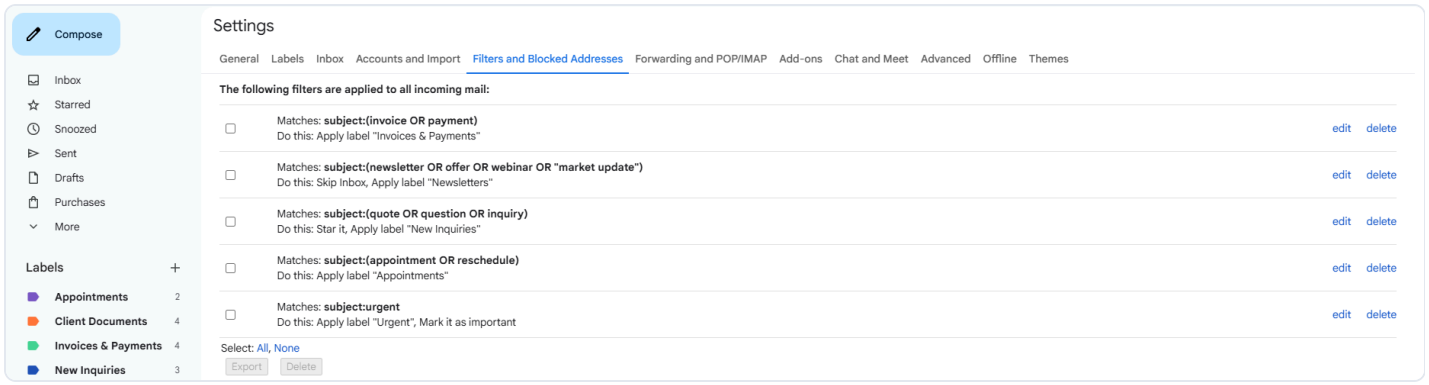
1 Every email labeled and color-coded. The 6 that need a reply today are starred.



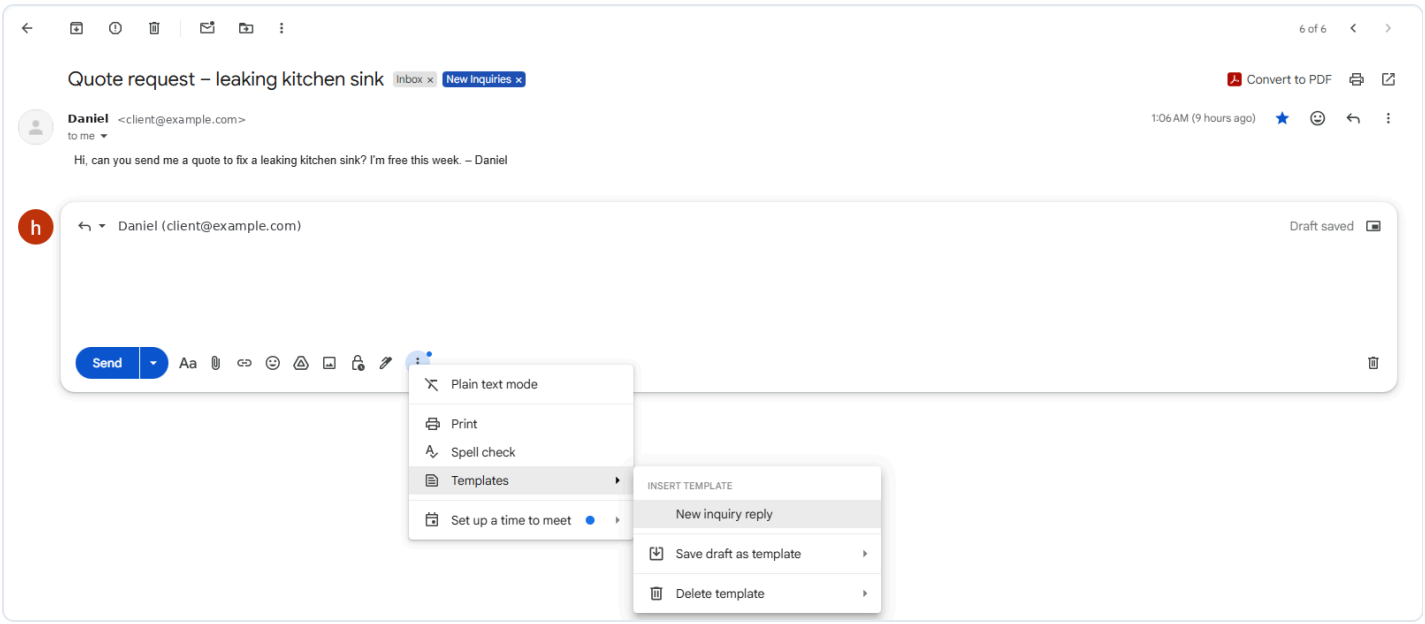
2 Clean inbox. 14 emails archived into their labels. Only the 6 that need action today remain: 3 new inquiries, 1 urgent repair, 1 reschedule, and 1 client waiting on documents.



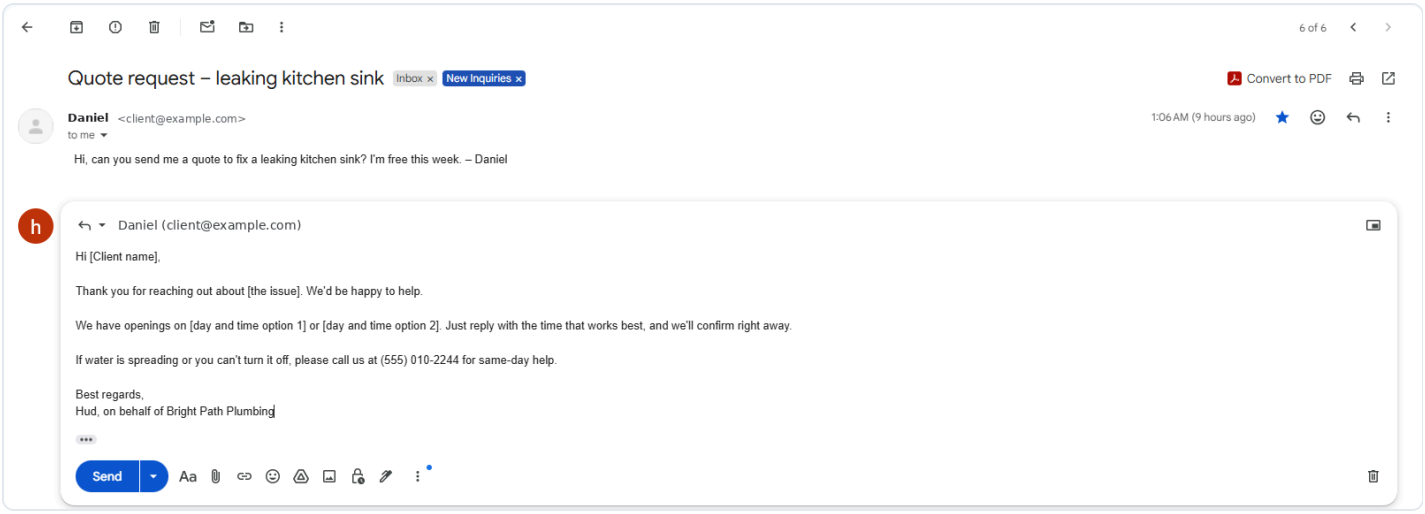
3 Everything is easy to find. Open a label to see every related email in one place, like all 4 client document emails.



4 5 filters sort new email automatically, so the inbox stays organized every day, not just once.



5 **Saved reply templates.** Common replies, like answering a new inquiry, are saved in Gmail and inserted in one click.



6 **A fast, consistent reply to a new client.** The template fills in instantly; only the client's details need to be added before sending.

The result

The owner opens the inbox and sees only the 6 emails that need action today, with the urgent repair impossible to miss. Everything else is sorted, searchable, and organized by filters as new email arrives. Common replies take seconds instead of minutes.

As your VA, I can set up the same system in your inbox, check it throughout the day, flag what's urgent, and reply to routine messages for you.

About this sample. This is a sample project for my portfolio, built in a demo Gmail account with 20 fictional emails. Names, amounts, and email addresses are made up.

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