

Drowning in email?

Three tips to tame your inbox

The benefits of clearing clutter extend far beyond the physical clutter of our stuff. One of the more insidious and pervasive forms of clutter isn't nearly as obvious as our excess stuff. The digital clutter of an overflowing email inbox and folders full of unnecessary documents decreases our productivity and increases our stress level.



Angie Hyché

It's easy to procrastinate digital decluttering. It may not seem as urgent because our digital clutter isn't quite as "in our face" as our physical clutter. Often we don't take time for this because we think it will take forever. While it does take time, just as any decluttering project does, that time is well worth it!

When it comes to digital clutter, email is especially troublesome. Some of the most productive people I know are stressed out by their huge inboxes with thousands or even hundreds of thousands of emails awaiting their attention. Email is relentless. Just when we think we've gotten it under control, we turn around a few hours later to find that our inbox is full. Again. As our inbox numbers increase, so does our stress level! In keeping with the Shipshape theme, this article is full of practical tips with nautical names designed to tame your inbox and to keep it under control.

CLEAR THE DECK

If your inbox is full of thousands or even hundreds of thousands of emails, I've got a radical solution for you that will allow you to start with a clean slate but still allow you to keep all of the emails.

Take a deep breath.

Select All.

Archive.

Celebrate! Your inbox is now empty.

I can already hear the objections: "Wait a second! It can't be



METRO CREATIVE CONNECTION

When it comes to digital clutter, email is especially troublesome. Some of the most productive people I know are stressed out by their huge inboxes with thousands or even hundreds of thousands of emails awaiting their attention.

that easy. I can't just get rid of all my emails! What if there's something important?" Here's the thing: When you archive your emails, you're not getting rid of them. Archiving isn't the same as deleting. They're still there; they're just not crowding up your inbox anymore.

You can easily find any of those archived emails with a simple search. You can search by the name of the person who sent it, by a keyword, by whether or not it has an attachment, when it was sent, and numerous other criteria. Make full use of your email program's ability to search instead of wasting time scrolling through a huge inbox or searching a long list of email folders.

PLUG THE LEAKS

Whether or not you need to apply the radical clearing the deck strategy, we all will benefit from decreasing the amount of incoming emails. When it comes to stopping the inflow, unsubscribe is your best friend and

should be used liberally.

Whether intentionally or not, we're all subscribed to multiple email services: stores you frequent, causes you support, social groups, boards, charities, companies, etc. Many of these regular emails you never read. But week after week, the emails keep coming in. Each time, they either add to the massive volume of emails in your inbox, or you have to take time to delete them.

I know what some of you are saying. "It's quicker to just delete them. Besides, I don't have time to unsubscribe from all of them. Because once you click "Unsubscribe," then you're directed to a website where you have to choose exactly which emails to unsubscribe to, let them know why you're unsubscribing, and so on. It takes way too long to unsubscribe."

I want to let you in on a secret: You don't have to do anything except click "Unsubscribe." There's nothing forcing you to go to the next step. In fact, thanks to the federal one-click unsubscribe

law, a recipient must be able to opt-out with one click, whether that is by replying to the email or by visiting a single webpage. That second step is not necessary to unsubscribe.

It may seem quicker to just delete the emails, but since you're having to do that time after time with a subscription, it definitely takes less time to unsubscribe, because that's just one click and then no more emails. Multiply that by all the different emails you're subscribed to, and you've just lightened your load tremendously. Keep in mind that you probably won't be unsubscribed immediately. It may take a few days to a week or two. So don't panic when you still see a few of those emails trickle in.

USE YOUR CREW

Applying automation to your email is a game-changer that very few people utilize. If you use either Gmail or Outlook, automation is exceptionally easy and helpful. In Gmail, the automa-

tion is called Filters; in Outlook it's called Rules. Basically you're setting up situations where when you receive a particular type of email, your email program will automatically do the action that you have set up.

What if you get emails that you'd like to keep, but maybe you'd rather look at them later on your own time because they're not critical or time-sensitive? For example, perhaps you're subscribed to a newsletter that you would prefer to read several at a time when you have the opportunity instead of reading them as they come in. You can easily set up your email such that the emails with that newsletter are automatically put into a specific folder that you've created without even going into your Inbox.

What if you have specific emails that are especially important that you want to be sure not to miss? How can you assure that they don't get lost in your inbox and forgotten? Once again, automation is the key! Depending on which email program you're using, you may be able to set up some sort of an alert or have them directed into a specific folder for priority emails. Be particularly mindful of how you set up this automation so that those emails don't slip through the cracks.

Both Google (Gmail) and Outlook have excellent free support materials online to help you with automation as well as other tips and tricks. However, by simply unsubscribing from any unnecessary emails and checking and dealing with email regularly (just as we do with regular postal mail), you can stay on top of your email.

Angie Hyché, CPO, is a certified professional organizer and the owner of Shipshape Solutions. Her first book, "Unholy Mess: What the Bible Says about Clutter" is available on Amazon. She loves to hear from readers. Email her at angie@shipshape.solutions.

OUT & ABOUT

AUDITIONS

The Jonesborough Repertory Theatre will hold auditions for The Mel Brooks musical "Young Frankenstein" July 10-11 at 7 p.m. Auditions will be held at the theater at 125.5 W. Main St. The show will run Oct. 7-23. For more information visit the group's Facebook event page or jonesboroughtheatre.com.

CAROUSEL

The Kingsport Carousel is a totally renovated 1956 Allen Herschell carousel located inside the temperature-controlled "Pal's Roundhouse" at 350 Clinchfield St. It is open Wednesday through Sunday from 12:30 to 5 p.m. All rides are \$1.

CONCERTS

The Friday LUNCHTIME LIVE concerts are back in Kingsport's Glen Bruce Park this summer. The live performances will take place at noon at the park through July 15 and feature local musicians, singers and bands and a variety of food trucks. Concerts will feature Southern Cities Band, the Kingsport Community Band, East Tennessee Cello Choir, Sarah Beth Bledsoe Lovell, Vespers, Florencia and the Feeling, and the ETSU Pride Bluegrass Band. For more information visit www.kingsportlibrary.org or call the library at 423-224-2539.

The Pinnacle Summer Concert Series has begun. Each concert will begin at 6:30 p.m. and is free and open to the public for family-friendly fun while dining. The summer concert series offers entertainment for shoppers and those dining in the Plaza at The Pinnacle. The free concerts will be held each Friday and Saturday through Labor Day weekend.

Music on the Square takes

place in front of the Washington County Courthouse on Main Street in downtown Jonesborough each Friday evening through Sept. 30 from 7-9 p.m. Music on the Square is a free event open to the public.

FARMERS MARKET

Saturdays with the Chef has returned to the Kingsport Farmers Market. Saturdays with the Chef is a free cooking demo series showcasing local chefs and their recipes using produce available at the Kingsport Farmers Market. Copies of each chef's recipe will be available at the demo and online, and free samples are also available at each demo. The series takes place every Saturday morning at 9 a.m. in June and July at the Kingsport Farmers Market. There will be no event on July 2 due to the holiday weekend.

HERITAGE

The Tri Cities Civil War Round Table and Kingsport Cultural Arts are co-sponsoring "A Civil War Evening" on July 11. The two-act docudrama given by Curt Fields as Gen. U.S. Grant and Thomas Lee Jessee as Gen. Robert E. Lee features the topic "Battle of the Wilderness: Two Days in Hell." The event will be held at 7 p.m. at the Renaissance Center Theater, 1200 E. Center St. There is a \$5 charge. Tickets can be purchased at the theater on the evening of the event or can be purchased at the Fun Fest Store.

INDEPENDENCE DAY

The 2022 Jonesborough Days Festival continues July 3 from noon to 10 p.m. The fireworks display starts at 10 p.m.

The 35th annual Independence Day Fireworks Celebration will return to the grounds of Freedom Hall Civic Center in Johnson City on July 3. The evening's festivities will

kick off at 5 p.m. with food service, craft booths and children's games. The first musical act of the night, Restless Road, will take the stage at 6 p.m., followed by Adam Doleac at 7 p.m. and Tim Dugger at 8:15 p.m. Fireworks will begin at 9:55 p.m.

LIBRARY FUN

The Kingsport Public Library is hosting a Tuesday morning walking group. Meet in the library parking lot Tuesdays at 7:30 a.m. through October. Strollers, kids and friendly dogs welcome. For more information call 423-224-2539.

SWIM

The Kingsport Splash Pad, 1101 Martin Luther Jr. Drive, is open for the summer season and will remain open until the end of September. The splash pad will be active from 10:30 a.m. until 7:30 p.m. every day during the summer.

The Kingsport Aquatic Center's outdoor water park will be open every day — weather permitting — through the end of July, then week-ends only in August. The outdoor lap pool will be open every day — weather permitting — through the end of October. Individual season passes and memberships can be purchased on swimkingsport.com or in person at the KAC front desk.

THEATER

Jonesborough Repertory Theatre is presenting its 20th "1940s USO Show" through July 3. Tickets are \$17 general admission, and \$15 for students and seniors. There is also a special group rate for parties of 15 or more. To purchase tickets call the Historic Jonesborough Visitors Center at 423-753-1010 or go online to jonesboroughtheatre.com. The theater is located at 125.5 W. Main St., Jonesborough.

LampLight Theatre is hosting a brand-new patriotic tribute, "Spirit of Liberty," through July 17. Admission is \$15 for adults, \$10 for students, and free for children 5 and under as well as all veterans, active duty and reserve military, police officers and first responders. A barbecue dinner option is available on July 9. For reservations and more information call 423-343-1766 or visit us online www.lamplighttheatre.com.

TRAINS

The Kingsport Model Trains Project has returned its fully detailed representation of the Santa Train to the Lynn View Community Center where it already operates six rooms of model train layouts including a sanitized kids room with "hands on" activities for all ages. The group hosts birthday parties and has an open house every Saturday from 10 a.m. to 2 p.m. with guided instruction.

Vacation Bible School

It will be that time again soon!

We are pleased to announce the
**Kingsport Times News
Vacation Bible School Directory**
We will publish the directory each
Friday through July beginning May 27th

ad size
3.63" x 2"

1 Week \$50

2 Weeks \$75

3 Weeks \$100

4 Weeks \$125

Please submit your
Vacation Bible School
info to:
Kingsport Times-News, Attn: VBS
701 Lynn Garden Drive
Kingsport, TN 37660

Church Name: _____

Phone#: _____

VBS Dates: _____

VBS Times: _____

VBS Theme: _____

Age Groups: _____

Additional Info: _____

**Please include clip art for your ad or email info to:
ablevins@timesnews.net
Questions? Call 723-1412**

Deadline is each Tuesday at Noon

REUNIONS

FAMILY

Meade reunion will be held July 3 at the N.C. Meade picnic shelter. All are welcome.

Charles Wilbur "Poppy" Larkin family will meet on July 4 at 4 p.m. at Eastman Cabin No. 27. Bring drinks, hotdogs, hamburgers and finishing a covered dish large enough for your family and to share with others.

WORKPLACE

Tenite reunion will be held Saturday, July 23, from 11 a.m. to 2 p.m. at Bays Mountain Park, Shelter 9. Please bring a covered dish and drink. For more information call 423-292-4808 or 423-292-4806.

Please email reunion announcements to timesnews@timesnews.com or mail to Kingsport Times News, 701 Lynn Garden Drive, Kingsport, TN 37660.

In Loving Memory

of the dearly departed pets who left paw prints on our hearts

Honor your Pet in July

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Complete this form and bring or mail to:

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701 Lynn Garden Drive, Kingsport, TN 37660

Attn: Pet Memorial

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Johnson City Press

204 W Main St, Johnson City, TN 37604

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• LIMITED AVAILABILITY

Please include a self address stamped envelope if you would like your photo returned.



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Thank you for bringing so much joy and love to our home. You will forever live on in our hearts.

- The Ramone Family