

This email is being sent to Official Faculty & Official Staff.

Tuesday
June 17
2025

Technology Training and Tidbits

Technology training information, updates, and tips for
Goucher faculty and staff.

Volume 3
Issue 6

Master Your Email: 3 Steps to Inbox Zero and Boosting Productivity

The slower pace of summer offers the perfect opportunity to rethink your email habits and take steps toward achieving Inbox Zero – a strategy for managing your inbox, not emptying it completely. With fewer meetings and a lighter workload, this season is ideal for decluttering your digital space, building smarter email habits and turning your inbox into a decision-making space.

Step 1: Process, Don't Procrastinate

Tools like Outlook's Focused Inbox prioritizes email for you. Start by scanning your inbox and immediately deciding what to do with each message:

- Do - Reply or take action, if it takes less than two minutes.
- Defer – Delay the response if you need more time.
- Delegate – Forward to someone else who can response or take action.
- Delete (or archive) – Delete if you don't need to respond, take action, or save it.

This prevents backlog so nothing lingers unnecessarily and keeps your inbox manageable.

Step 2: Organize with Folders and Filters

Clean up old threads, unsubscribe from unwanted newsletters you don't read, and organize your folders. Create folders or labels for projects, follow-ups, and reference materials. Use

[email rules](#), and filters to automatically sort incoming emails - turning your inbox into a streamlined workspace.

Step 3: Schedule Regular Check-ins and Integrate Task Managers

Instead of constantly checking email, set specific times each day to process your inbox and establish a consistent routine. Connect your inbox with Microsoft To Do so action items don't get buried. This habit stops email from interrupting your workflow and helps maintain a sense of control and clarity.

By following these three steps, you'll achieve Inbox Zero more consistently, reduce stress, and free up mental energy for higher-priority tasks. Inbox Zero isn't about perfection - it's about building smarter habits for a more focused, efficient workflow.

For more information on Inbox Zero and Microsoft's To Do, check out these articles:

- [Inbox Zero: What it is and how to achieve it](#)
- [Create tasks with To Do in Outlook](#)

To view these and other informative editions of the Technology Training & Tidbits newsletters, [click here](#).

Quick Tip: Organize Your Browser Tabs with Grouping

Stay organized in your browser by grouping similar tabs - each group can be labeled and color-coded for easy navigation and focus. Most modern browsers offer this useful feature. Here's how to use tab grouping in Chrome, Edge, Firefox, and Safari:

Google Chrome & Microsoft Edge

- **Create a Group:** Right-click any open tab and select "Add tab to group" > "New group." Name your group and choose a color for quick identification.
- **Add Tabs:** Drag other tabs into the group or right-click and select "Add tab to group." Click the group name to collapse or expand all tabs within it.
- **Manage Groups:** Click the group tab to collapse or expand the group. To remove a tab, drag it out of the group or right-click and choose "Remove from Group." Right-click the group tab to rename, change color coding, ungroup, or close the entire group.

Mozilla Firefox

- **Create a Group:** Right-click a tab and select "Add Tab to New Group." Name the group and pick a color. Alternatively, drag one tab onto another to create a group.
- **Add Tabs:** Drag tabs into the group or right-click and select "Add Tab to Group."

- **Manage Groups:** Click the group tab to collapse or expand the group. To remove a tab, drag it out of the group or right-click and choose “Remove from Group.” Right-click the group tab to rename, change color coding, ungroup, close or delete the group.

Apple Safari

- **Create a Group:** Click the sidebar icon (next to the traffic lights), then select “New Tab Group,” then name your group.
- **Add Tabs:** Open tabs and drag them into the group from the sidebar.
- **Manage Groups:** Switch groups from the sidebar. Click the tabs X to remove it from the group. Tab groups sync across your Apple devices via iCloud.

Tab grouping also works on many mobile browsers, helping you stay organized on the go. For more details and video tutorials, check your browser’s support documentation or view the tutorials below:

- [Chrome and Edge](#)
- [How to Create Tab Groups in Firefox](#)
- [How to use Safari Tab Groups on a Mac](#)

To view previous editions of the Technology Training & Tidbits newsletters, [click here](#).

IT Training Events

IT training workshops have been paused in preparation for and celebration of Commencement 2025. We’re excited to offer new and returning workshops on each Tuesday in starting in June.

Beyond the Basics - Workshops that build on foundational training.

Excel Calculations; PivotTables

June 24, 2025 / 10:00 – 11:00 a.m. / Online

Teams Interactive Features for Online Meetings

July 1, 2025 / 10:00 – 11:00 a.m. / Online

Design and Deliver – Workshops to enhance content delivery.

Creating Visual Aids for Beginners

July 15, 2025 / 10:00 – 11:00 a.m. / Online

Productivity Pros – Workshops geared toward adding new skills for productivity.

Process Mapping and Creating Flowcharts

July 8, 2025 / 10:00 – 11:00 a.m. / Online

Teams for Teams

July 22, 2025 / 10:00 – 11:00 a.m. / Online

[Click here to view course descriptions and register for IT workshops.](#) Seats are limited, and sessions with low interest could be cancelled, so please [register](#) soon to save your spot!

To make a training request for yourself or your department, please contact the Help Desk at helpdesk@goucher.edu.

For information on other IT technologies visit the [Goucher College Technology Knowledgebase](#).