

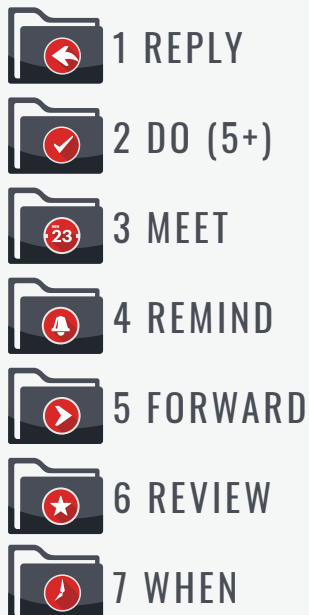


This guide includes everything you need to set up Outlook for the Stack Method™.

## 1 Create your folders (labels)

### Create your Action and When folders

The first step is to create the set of folders diagrammed below. Right click on your inbox and select “New Folder.” This will allow you to create your Action folders. Remember to use the number in the folder name itself, so the folders show up in the correct order.



When folders are active, they can be nested under the main “7 WHEN” folder. This is to minimize side folders and reduce distraction when processing your inbox. These folders are best for storing information you are certain you will need to reference again. Here are a few examples of “When” folders:

- Arranging Thanksgiving Dinner
- Shopping online
- Filing Taxes

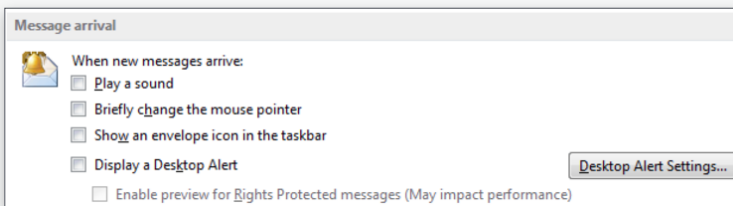
If you have any questions about the Stack Method™ or the set up process, please reach out to us at [hello@doublegemini.com](mailto:hello@doublegemini.com).



## 2 Set up your environment

### Turn off your notifications

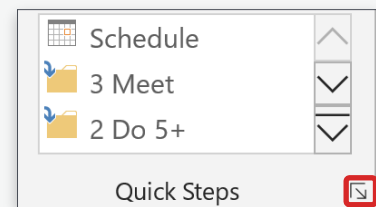
Email notifications are distracting, are tempting to click on, and they destroy your concentration. To turn off your notifications, click on the “File” menu then click on the “Options” button on the left toolbar. You’ll get a pop-up window. Click on “Mail” in the left navigation, then scroll down until you see the “Message Arrival” section.



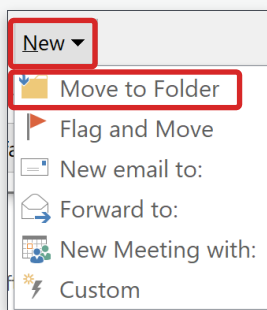
Uncheck all boxes in this section. It should look like this image. Click “OK” to ensure all your changes remain.

### Create your Quick Steps

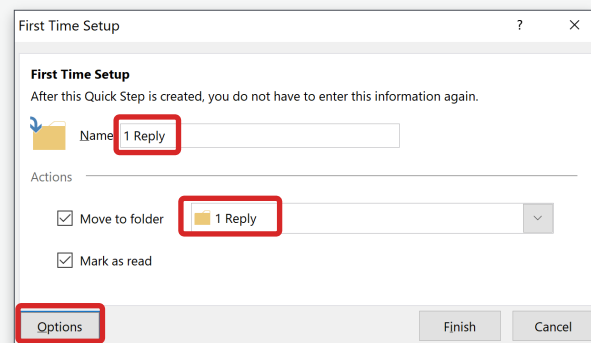
1. Locate the “Quick Steps” on your ribbon. It should be on the “Home” tab and look like the image on the right. Click on the arrow in the bottom right corner to open your Quick Steps.



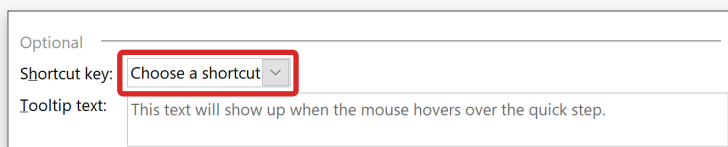
2. Click “New” and select “Move to Folder” to create a new Quick Step.



3. Name your Quick Step using the same name as your Action folder.



4. After assigning the folder the messages will move to, click on “Optional” at the bottom of the window, and then select the shortcut key. You’ll want to use a key that references the folder name. For example, to move a message to your “1 Reply” folder, set up the keyboard shortcut as “CTRL+SHIFT+1”.



Follow the steps above to create Quick Steps for all of your folders.



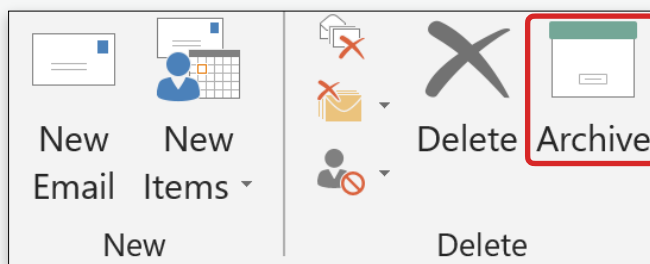
## 3 Archive your old emails

### Clear old emails out of your inbox

To start out on the best foot, you'll want to archive all emails older than three weeks. Individually select emails while holding down the CTRL button, or by selecting an entire string of emails by clicking the email at the top, holding the Shift key, and selecting the email at the bottom.

While you're doing this, **limit archiving to between 500-1000 emails at time to avoid crashing Outlook.**

Once you've selected a substantial group of emails, hit the Outlook Archive button.



Remember, this will not delete your messages. It will simply move them from your inbox to your archive folder - you can still search for these old emails if you need to find them in the future. Continue this process until your inbox is clear of all old emails.

### Archive any unused folders

This is a great time to clean up any archive or storage folders you created before applying the Stack Method™. You'll want to review the messages in these folders and archive them following the same process above. Once these folders have been emptied, archive or delete the folder to remove it from your sidebar.

This will ensure you're working with your Action, Archive, and Active folders, and no longer relying on a complicated storage folder system.

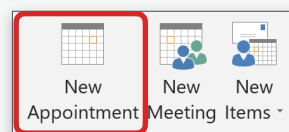


## 4 Schedule Stacking time

- Create recurring calendar entries

Blocking out time to Stack helps you build the habit and ensures you email when it's time to email, and do your other work when it's time to do that work. To set up recurring calendar sessions, follow the steps below:

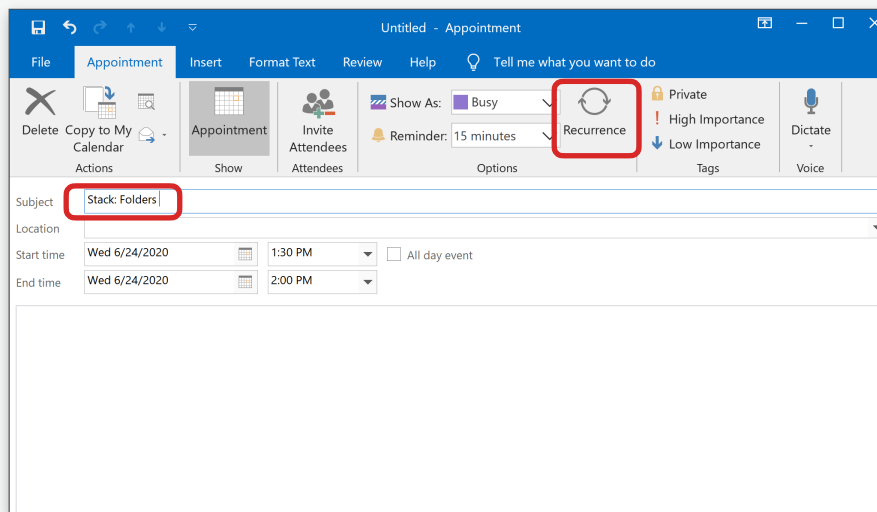
**1. Click on your calendar and create a new appointment.** This is located in the upper left-hand corner of your calendar.



**2. Title your calendar entry.** We recommend you title your longer session as "Stack: Folders" and your shorter sessions as "Stack: Inbox."

"Stack: Folders" will be the time slot to empty messages from your inbox into your action folders, and work through those folders. This is typically a longer session, about 1 hour.

"Stack: Inbox" will be a shorter time slot (30 minutes) to work through your inbox and answer emails directly out of it. Make sure to save the calendar entries!



**3. Set your event to recur.**

Recurrence pattern

Daily    Recur every  week(s) on:

Weekly     Sunday     Monday     Tuesday     Wednesday

Monthly     Thursday     Friday     Saturday

Yearly

Find the "Recurrence" link, right above "Options," and schedule your calendar entries to recur every weekday. You can create multiple entries in one day to ensure you have the right number of Stacking sessions for you. Make sure to save all entries!

**4. Admire your calendar!** This is also a good time to check and make sure you saved the correct date/time. If you notice that the date or time is incorrect, you can click and drag the block to the correct date and time, or you can edit it by double clicking on the entry.