

Level Up: Email



Link: api.qrserver.com/v1/create-qr-code/

Concept

- Email. Ooh, very sexy

Link: cmkt-image-prd.freetls.fastly.net/0.1.0/ps/5397226/1820/2730/m1/fpnw/wm1/ndvld9i93olzarioqzuu6a3bbnxody4gfmvjyovvip7x9alegcm2kti4tc3ktsv-jpg

cmkt-image-prd.freetls.fastly.net/0.1.0/ps/5397226/1820/2730/m1/fpnw/wm1/ndvld9i93olzarioqzuu6a3bbnxody4gfmvjyovvip7x9alegcm2kti4tc3ktsv-jpg

o





Link: cmkt-image-prd.freetls.fastly.net/0.1.0/ps/5397226/1820/2730/m1/fpnw/wm1/ndvld9i93olzarioqzuu6a3bbnxody4gfmpvjyrvip7x9alegcm2kti4tc3ktsv-jpg

- Email is not dead
 - Everyone already has it
 - Lasts a long time
 - Slack messages disappear

- Groups switch platforms
- Easily searched and linked
 - Well, in Gmail, anyway
 - Drag an email into a task
 - Link with hookmark
 - Threads work well in most apps
- Ok, search sucks
 - except for Gmail
 - Archiving with an external app is better
 - DEVONthink
 - 🐱
- Achieve Inbox Zero with “automation”
- A group of Smart Mailboxes or Saved Searches
 - @INBOX
 - Shows only unread messages, flagged messages, and optionally read messages within the last three days.
 - Unread messages only
 - Include flagged messages
 - Include read messages from the last 3 days
 - @LATER
 - Same as @INBOX, but for SaneLater folder.
 - Messages across accounts that don’t need immediate attention
 - @RESPOND
 - Messages that need a reply but don’t warrant a task in your task manager. Shows flagged or tagged “Respond” messages that have not been replied to. Does not require flags, once the email is replied to, it disappears.
 - Allow marking messages to respond to later
 - @DYING
 - Flagged and “respond” messages older than 7 days. Used to keep the inbox clean.
 - A review mailbox for housekeeping
- SaneBox

- MailMate
Link: freron.com/
 - But tips for Mail.app and Gmail, plus other promising solutions
- Any iOS app
 - Shortcuts for move
 - Quickly file to Sanebox folders
 - Snoozing, but SaneBox makes that universal
 - Gmail Labels

To start

- Mark everything as read
 - You were never going to review those messages over a year old
 - You don't have to delete ANYTHING
 - You don't have to file ANYTHING
 - Will still be searchable
- Clean up inbox
 - Clean Email
Link: clean.email/
 - clean.email/
Link: clean.email/
 - iOS and Web
 - Quickly archive and trash old emails with suggestions
 - Unsubscribe from newsletters
 - Create rules to clean in the future
 - Archive
 - Archive anything older than 6m to a year
 - In email app, move to Archive folder
 - Still searchable
 - Out of inbox
 - Export .mbox
 - Can be imported into most email apps for searching

- DEVONthink
- EagleFiler
- Great search, indexing
- Use search to flag or star important messages in memory
- Set up SaneBox (optional)



me@bretterpstra.c

Dashboard [?]

me@bretterpstra.com

Only Important email stays in this Inbox.
 New contacts and less timely email is moved to SaneLater. [\(change\)](#) [?]

Digest ⁷⁵⁵
[Ready at 8am today](#)

Do Not Disturb
[Schedule](#) ^{TRY!}

Reminders
[View](#)

Trainings & Filters
[View](#)

Folders
[View](#)

Attachments
[Connect...](#) ^{TRY!}

Organize [?]
[View emails](#)

Deep Clean [?]
[View emails](#) ^{NEW!}

More Settings
[View](#)

[Pause filtering...](#) [Show less...](#)

-
- Easily categorize emails
 - @SaneLater
 - @SaneNews
- Future emails affected whenever you move a message
- @SaneBlackHole
- @SaneNoReplies
- Custom Sane boxes
 - @SaneDeals

- @SaneAnnoyingShitIStillHaveToDealWith
- Do Not Disturb
- Attachment cleanup
- Custom Snooze mailboxes
 - Works with any client
- Companion iOS app
 - Great for reviewing
- Multiple accounts
 - Gmail
 - Yahoo
 - iCloud
 - Other
 - Combine with smart mailboxes
- [Insert dad joke for levity]
 - Oh, that was rough.

You should use an app

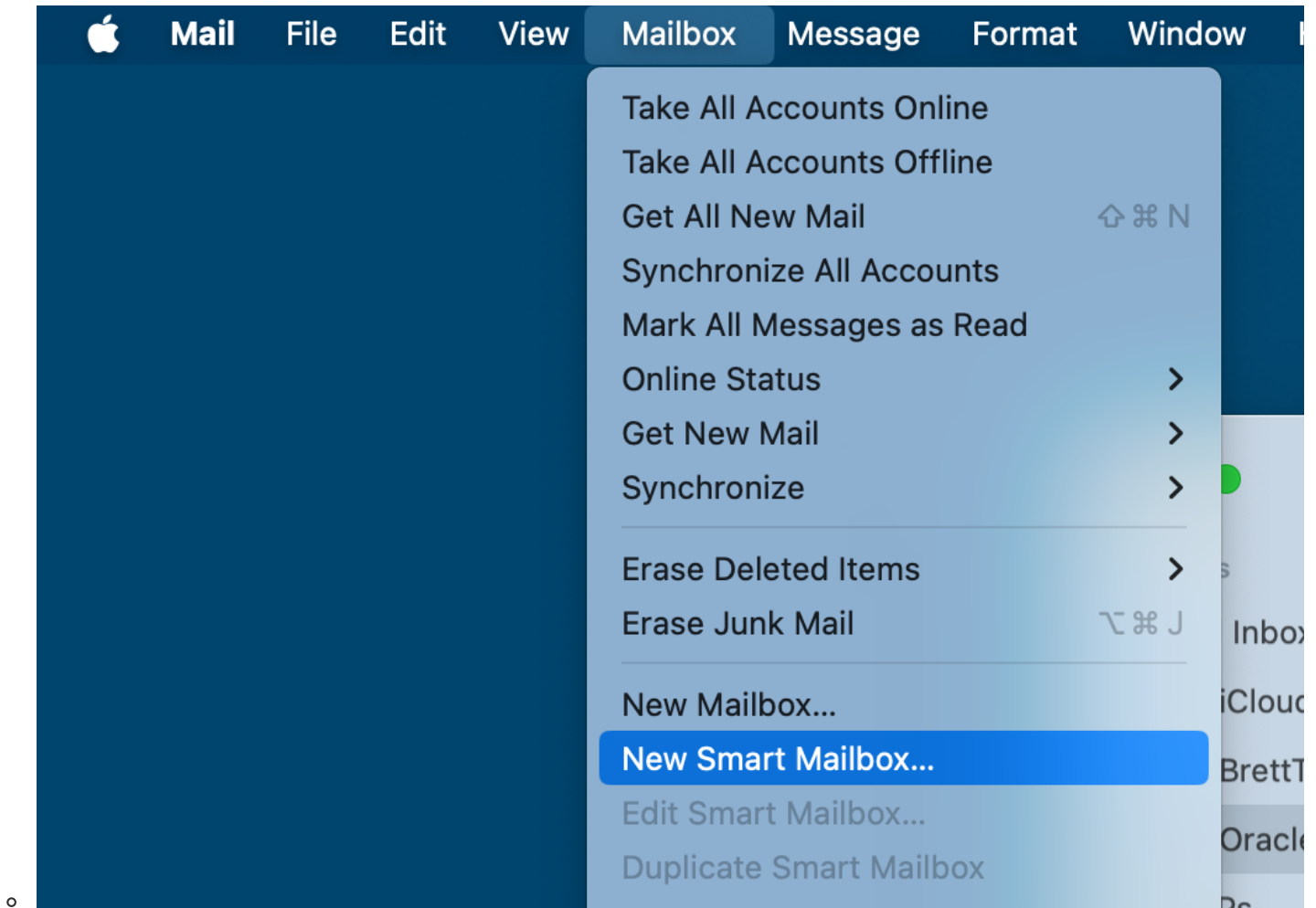
- Local copies
- Integration with the rest of your system
 - Archive
 - Link with notes and tasks
 - Easy access to linked messages
 - Spotlight searching
- For example...
 - Mail.app
 - MailMate
 - Spark
 - AirMail

Booleans!

- AND
 - “Matches all”
- OR
 - “Matches any”
- NOT
 - “Matches none”
 - Requires ALL with negative criteria
- Nesting
 - AND
 - OR
 - unread
 - flagged
 - Tagged reply AND not replied
 - NOT In mailbox @SaneLater

Mail.app

- Smart Mailboxes



- Use Smart Mailboxes inside Smart Mailbox criteria to create nested booleans
 - Is (not) in mailbox
- @NOT
 - Can take a while to set up but can be used repeatedly
- @RECENT
- @RESPOND
- Combine into

■ Unread Inbox

Smart Mailbox Name:

Contains messages that match all of the following conditions:

- Message is in mailbox: All Inboxes
- Message is unread

Include messages from Trash
 Include messages from Sent

Cancel OK

■ Recent

Smart Mailbox Name:

Contains messages that match all of the following conditions:

- Message is in mailbox: All Inboxes
- Date received is in the last 3 days
- Message is not in mailbox: @NOT

Include messages from Trash
 Include messages from Sent

Cancel OK

■ @INBOX

Smart Mailbox Name:

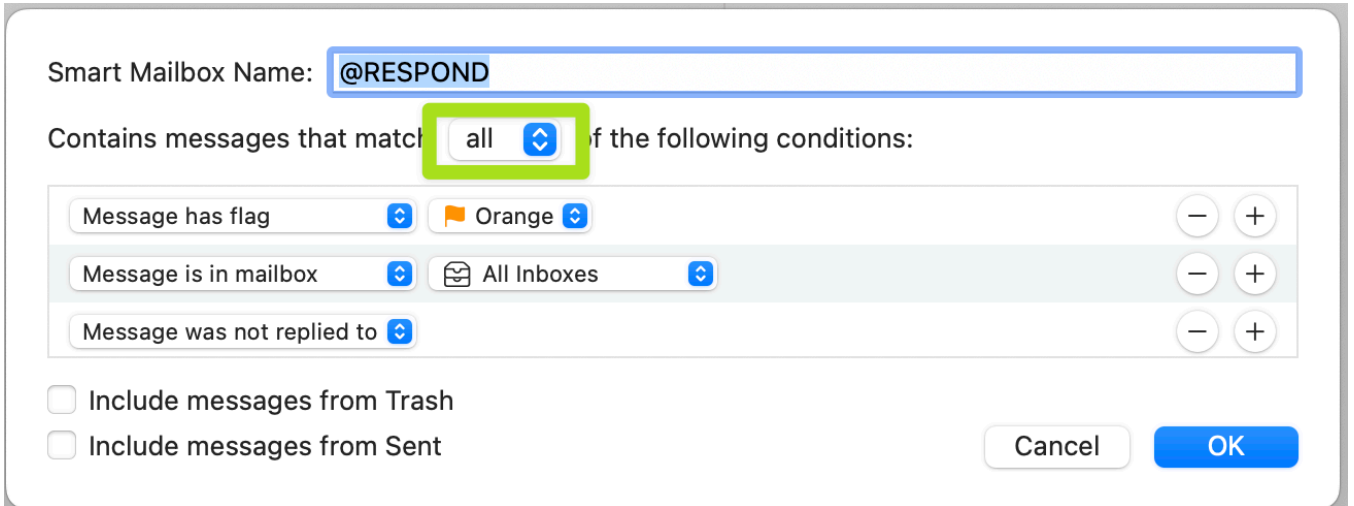
Contains messages that match any of the following conditions:

- Message has flag: Red
- Message is in mailbox: Unread Inbox
- Message is in mailbox: @RECENT

Include messages from Trash
 Include messages from Sent

Cancel OK

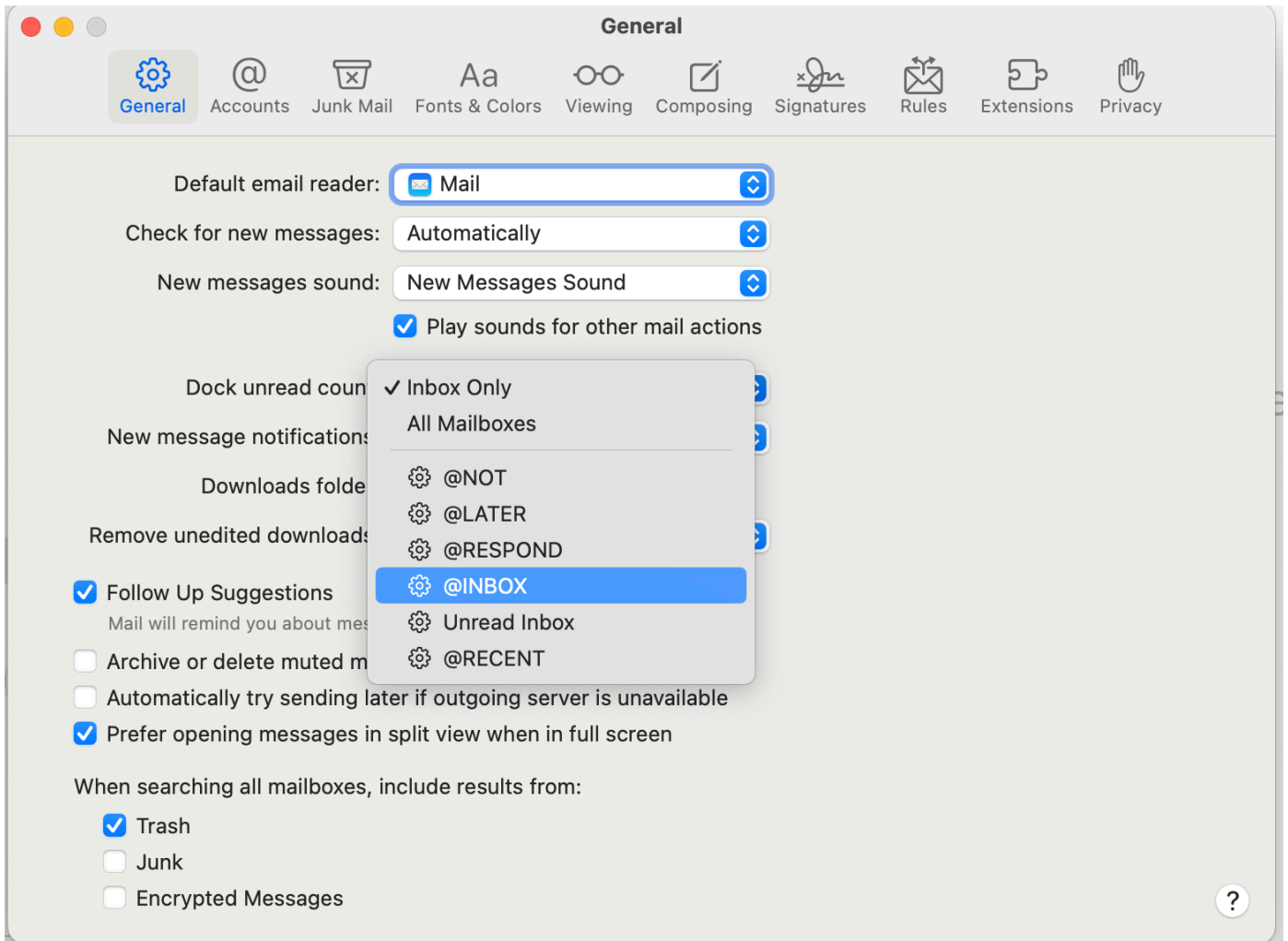
▪ @RESPOND



▪ @LATER

Same as @INBOX but only for @SaneLater folder(s)

• Notifications



- Colored Flags
 - Use as criteria in Smart Mailboxes
 - Red for Preserve
 - Orange for Needs Response
 - Use as criteria in Smart Mailboxes
 - Red for Preserve
 - Orange for Needs Response
- Automation
 - AppleScript
 - Lots of possibilities
 - Good selection available
 - Can be run from Rules
 - Shortcuts
 - Limited functionality
- OmniFocus Send to Inbox Service
- Things Quick Entry with Autofill

Gmail

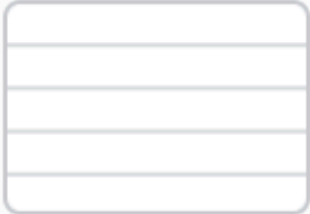

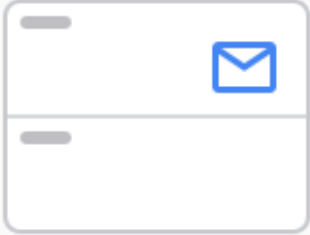
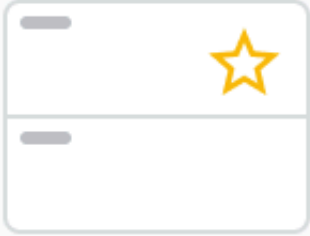

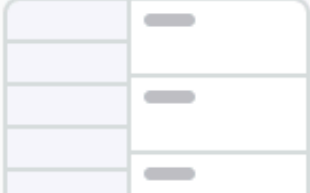
- Labels
- Colored stars
- Powerful search syntax
 - A little tricky
 - e.g. is:unread OR has:yellow-star OR label:reply OR newer_than:3d
 - Allows boolean searches
 - Can be nested with parentheses
 - Possible to create @INBOX type mailboxes
- Multiple Inboxes

Search syntax is a little tricky.

e.g. is:unread OR has:yellow-star OR label:reply OR newer_than:3d

 - Multiple inboxes

Inbox type

- Default
[Customize](#)

- Important first

- Unread first

- Starred first

- Priority Inbox
[Customize](#)

- Multiple Inboxes
[Customize](#)


Inbox type: Multiple Inboxes ▾

Multiple inbox sections:

Add up to 5 custom sections that you can view alongside your inbox

[Learn more](#)

	Search query	Section name (optional)
Section 1:	<input type="text" value="label:respond OR (in:inbox AND is:unread)"/>	<input type="text" value="@INBOX"/>
Section 2:	<input type="text" value="is:starred OR label:review"/>	<input type="text" value="Review"/>
Section 3:	<input type="text"/>	<input type="text"/>
Section 4:	<input type="text"/>	<input type="text"/>
Section 5:	<input type="text"/>	<input type="text"/>

Maximum page size: Show conversations per page for the multiple inbox sections

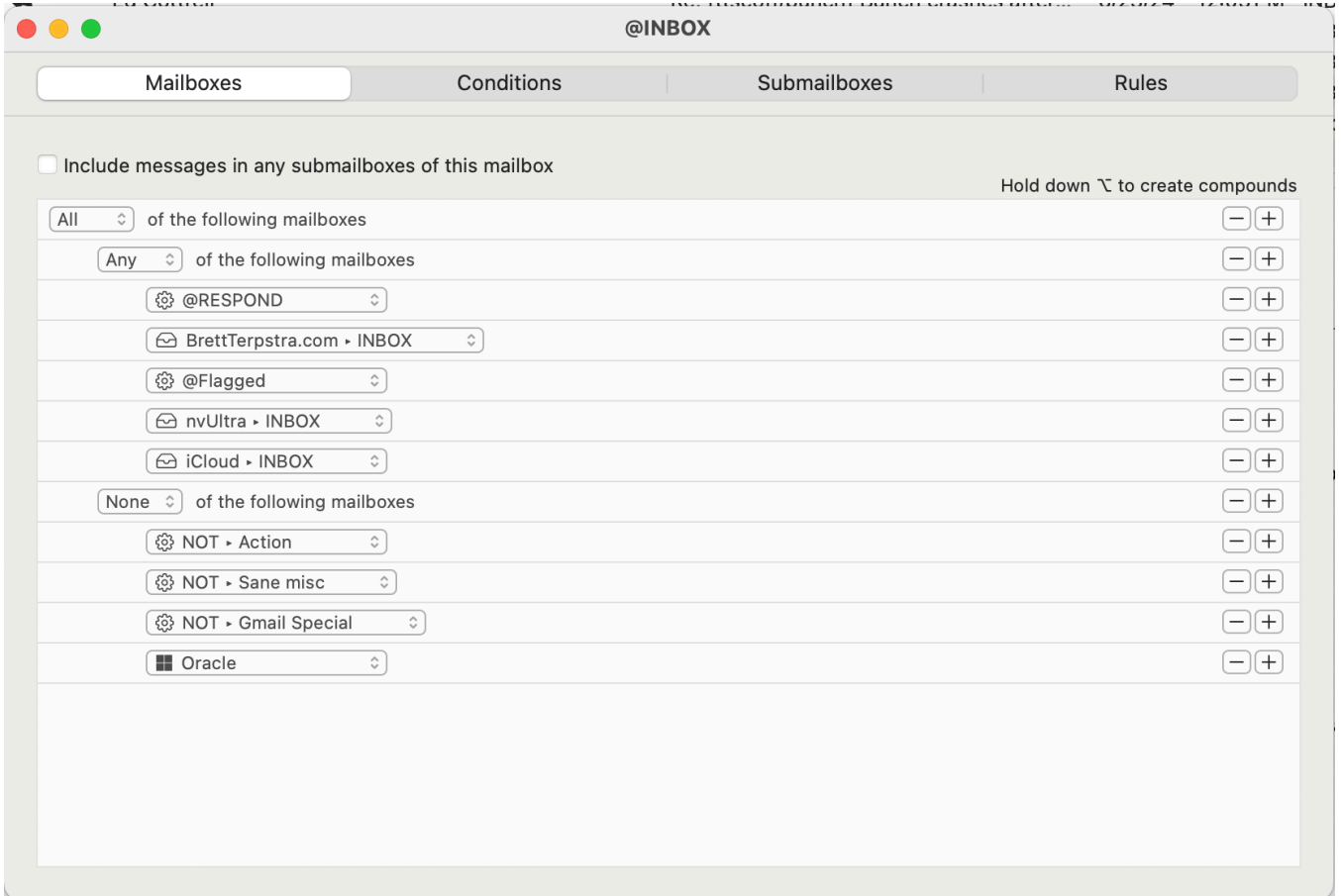
Multiple inbox position:

- Right of the inbox
- Above the inbox
- Below the inbox

MailMate

- Smart Mailboxes
 - Nested conditions
 - @INBOX

■ Mailboxes















■ Conditions

Hold down ⌘ to create compounds

- Any of the following are true
- All of the following are true
 - Date is within last 3 days
 - Tags does not contain @done
- Message is Flagged
- Message is not Read
- All of the following are true
 - Tags/Keywords include respond
 - Message is not Replied

- Others

Mailboxes

-  @INBOX
- >  @ORACLE 3
-  @LATER 14
-  @RESPOND
-  @CODING
- >  @READING 849
-  @DYING 2
- >  @WORK
-  @OTHER 5335
-  @GITHUB 26
- ∨  Topics
 - >  Systematic
 -  Marked

▪ Sender Submailboxes

Sender Submailbox	Count
▼ ⚙️ @READING	849
D.L. Mayfield from Healing is...	5
Flipboard	70
Flipboard Photo Desk + AP	8
Flipboard Photographers	11
Flipboard Politics Desk	1
Futurist Jim Carroll	72
George Takei	24
Ken Klippenstein	11
Mark E. Jeftovic	2
Medium Membership	15
New York Times Games	16
Quora Digest	2

◦ @NOT

A screenshot of an email inbox folder view for the account @NOT. The folder is expanded, showing a list of sub-folders. Each folder has a gear icon to its left and a count of emails in a rounded rectangle to its right. The folders and their counts are: NOT (5940), Sane misc (1994), Gmail Spe... (1366), Gmail Filed, Action, Code, Business, Projects, Podcasts, and Money.

Folder Name	Count
NOT	5940
Sane misc	1994
Gmail Spe...	1366
Gmail Filed	
Action	
Code	
Business	
Projects	
Podcasts	
Money	

- Tags

	Display Name	IMAP Keyword	Gmail Label
	macstock	macstock	↕
■	marked	marked	↕ Coding-marked
	money	money	↕ Money
n	nvultra	nvultra	↕ Coding-nvultra
	overtired	overtired	↕ overtired
	Projects	Projects	↕ Projects
	receipt	receipt	↕ Money-receipt
	reference	reference	↕ Actions-reference
	register	register	↕
	reps	reps	↕ business-reps
✎	respond	respond	↕ respond
	sponsors	sponsors	↕ sponsors
	stretchlink	stretchlink	↕
	systematic	systematic	↕ systematic
	tagging	tagging	↕ projects-tagging
	taxes	taxes	↕
☑	todo	todolist	↕ Actions-todo
	waiting	waiting	↕
	warranty	warranty	↕

- Synced to gmail labels
- @INBOX tags
 - done
 - respond
- Categorization
 - expense
 - marked
- Keyboard shortcuts

Completely configurable.

- Gmail shortcuts

```
{
  " " = "scrollPageDownOrNextUnreadMessage:";
  // Based on: http://mail.google.com/support/bin/answer.py?answer=6594
  "c" = "newMessage:";
  "/" = "mailboxSearch:";
  "n" = "nextUnreadMessage:";
  "p" = "previousMessage:";
  // force focus on outline before executing
  "j" = ("makeFirstResponder:", "mainOutline", "nextThread:" );
  "k" = ("makeFirstResponder:", "mainOutline", "previousThread:" );
  // switch to message viewer
  "M" = ("makeFirstResponder:", "messageView");
  "o" = "openMessages:"; // Gmail: Also expands or collapses a message if you are in
  'Conversation View.'
  "e" = "archive:";
  // "R" = ( "toggleTag:", "Respond" );
  "#" = "deleteMessage:";
  "x" = "deleteMessage:";
  // "m" = ( "toggleMuteState:", "archive:" ); // FIXME: Should be 'markAsMuted:'
  "s" = "toggleFlag:";
  "!" = "moveToJunk:";
  "r" = "reply:";
  "R" = "replyAll:";
  "f" = "forwardMessage:";
  "^s" = "saveDocument:";
  // l Label
  "v" = "moveToMailbox:";
```

- Shortcuts for tags like respond and @done

- m,x for expense
- m,r for respond

- Bundles

- OmniFocus
 - Create a task from an email with one keystroke

- Things

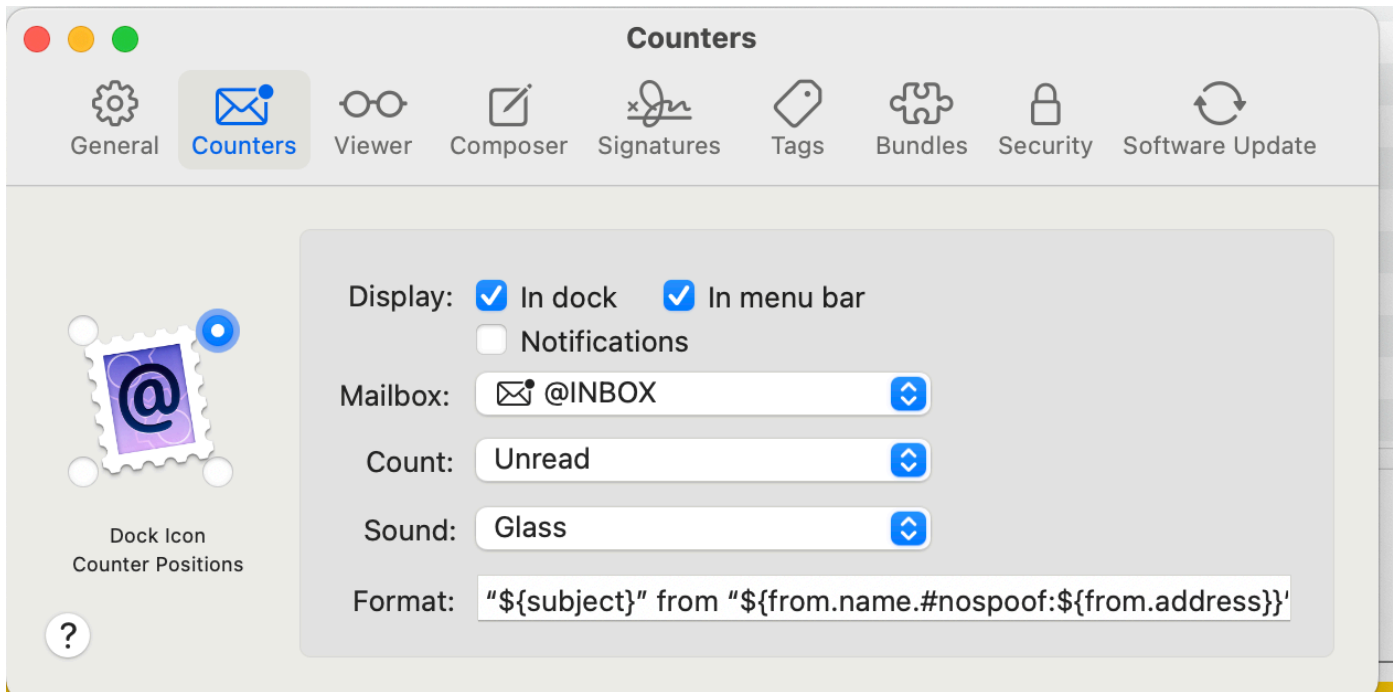
- Text Editors

- Reminders

- Calendar

- GitHub

- Dock Badges



- Other stuff
 - Solid search
 - Nested criteria builder
 - Search any header
 - Markdown support
 - Live preview
 - PGP/encryption
 - Smart sender account selection
 - Change email subject
 - Send later
 - Conversation/threaded views

iOS

- I've never found an iOS email app that fits my needs (and desires)
 - Smart mailboxes
 - Markdown support
 - Good search
- Spark

- Decent smart inbox
 - Multiple accounts
 - No smart mailboxes
 - Decent natural language search
 - Customizable swipes
 - Quickly move to SaneBox folders
 - AI Assistance
 - Reads sent emails to learn your voice
 - Decent desktop companion
 - None of this is unique
 - There are about 6 good clients that can all do these things
 - Preside
 - Fugly
 - Good search
 - History can kind of be smart mailboxes
 - No “OR” search
 - Multiple accounts
 - Rackspace
 - Gmail
 - iCloud
 - Office365
 - Outlook
 - Gmail
 - Best search
 - Unread
 - Across all mailboxes 🙄
 - Multiple accounts
 - Airmail
 - Customizable swipes
 - actions
-

10:54



Custom Action



Archive



Trash



Star



Snooze



Mark as Read



Spam



Move to



Apply Label



To Do



Memo



Done



Add Sender to VIP



Mute



Block



Unsubscribe



Send to Calendar



Send to Reminder



Reply



- Send to OmniFocus

- File to folder/label

- Clean Email

- Best handling suggestions

- Default Smart Mailboxes

- Not a great general email client

Promising Apps

- Shortwave
Link: shortwave.com
 - AI email assistant
 - AI-powered search
 - Gmail-like interface
 - Conversations threaded inline
 - Label bundles
 - Scheduled delivery
 - Todo lists from emails
 - Read receipts
 - \$7/mo for things like full search (1/yr), max 5 years (\$24/mo)
- Mimestream
 - Great Google integration
- Superhuman
 - AI emails
 - One line composer
- Spark for Mac
 - Clever inboxes
- Missive
 - Plugins/Integrations
 - Team chat around email

Multiple email accounts

- Deal with combined inboxes whenever feasible
- Most email apps provide a unified inbox with unread only options
- Smart Mailboxes make this easier and offer finite control
 - Create smart mailboxes per account
 - Create one smart mailbox that combines them
- Combine all Inboxes or specific mailboxes in Smart Mailboxes

Taking action

- Mark as read to remove from @INBOX
- Mark as flagged to keep in inbox
- Create task in OmniFocus (or whatever)
 - Mark as read once added
 - Quick entry
 - Shortcut from MailMate bundle
 - Service in Mail/other
 - Use Service/Quick Entry for app
 - Use bundle in MailMate
 - Gmail/Shortwave offer built-in todo mangament
- Add to notes/Archive

Notes:

- Notes.app
- nvUltra
- Obsidian
- Etc.

Copy text with link to email. Drag from Mail, Copy link from MailMate, or link with Hookmark.

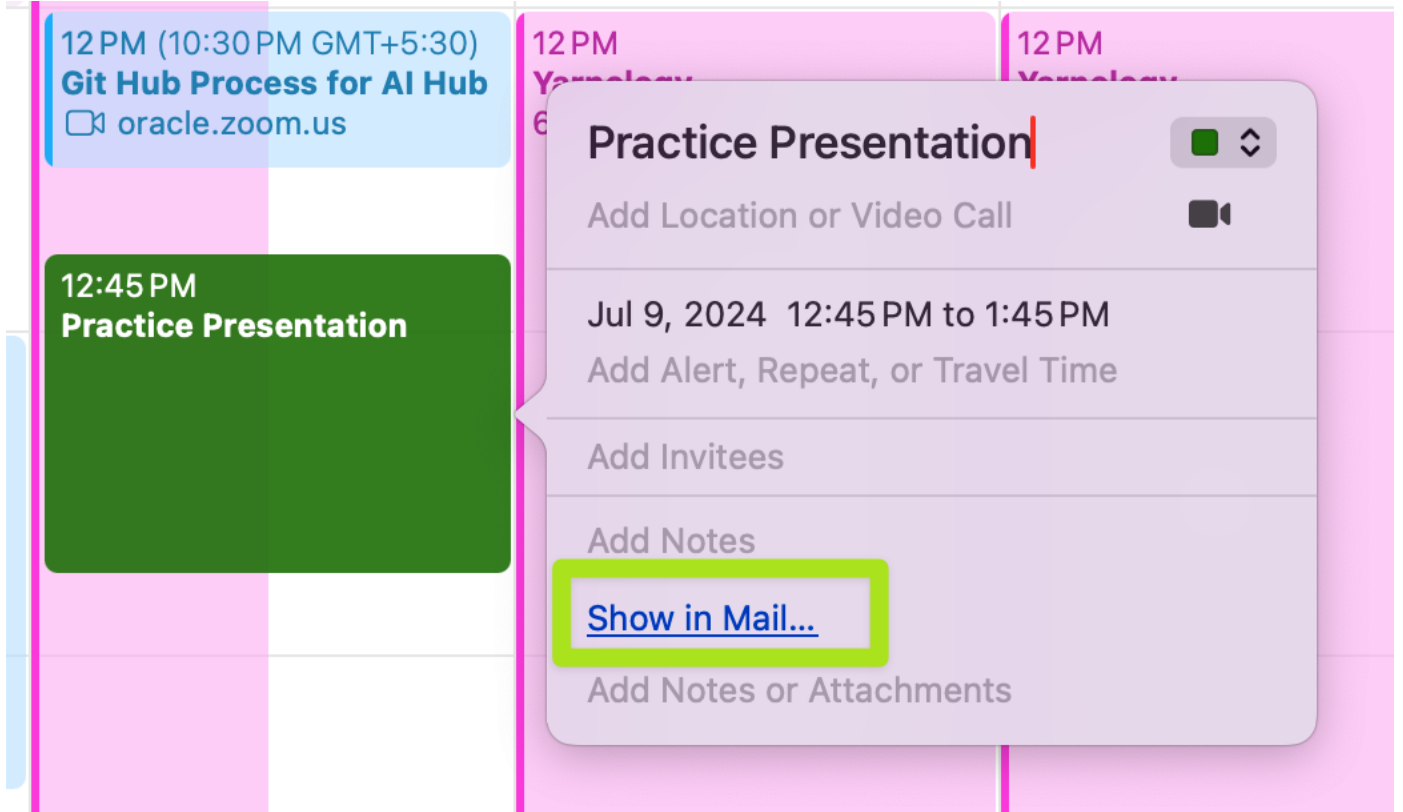
Archive:

- DEVONthink
- EagleFiler
- Curio

Import entire threads, make indexable and searchable outside of email client. Spotlight searchable.

- Copy text and link message
 - Some services and Shortcuts can do this automatically
 - Dragging a message to most apps will create a link, regardless of client
- DEVONthink
- EagleFiler
- Keep It

- Curio
- nvUltra/Obsidian/plain text app
- Notes.app
- Fully indexed, Spotlight searchable
- Searchable in app, Spotlight
- Add to calendar
 - Drag Email to Calendar.app to create quick link



- Mark as needs reply
 - @REPLY mailbox
 - Doesn't need to be in Inbox
 - Tag in MailMate
 - Can sync to Gmail mailbox
 - Colored flag in Mail.app
 - Tag/flag
 - Move to respond folder/label
- I can't believe you're trying the dad joke thing again.

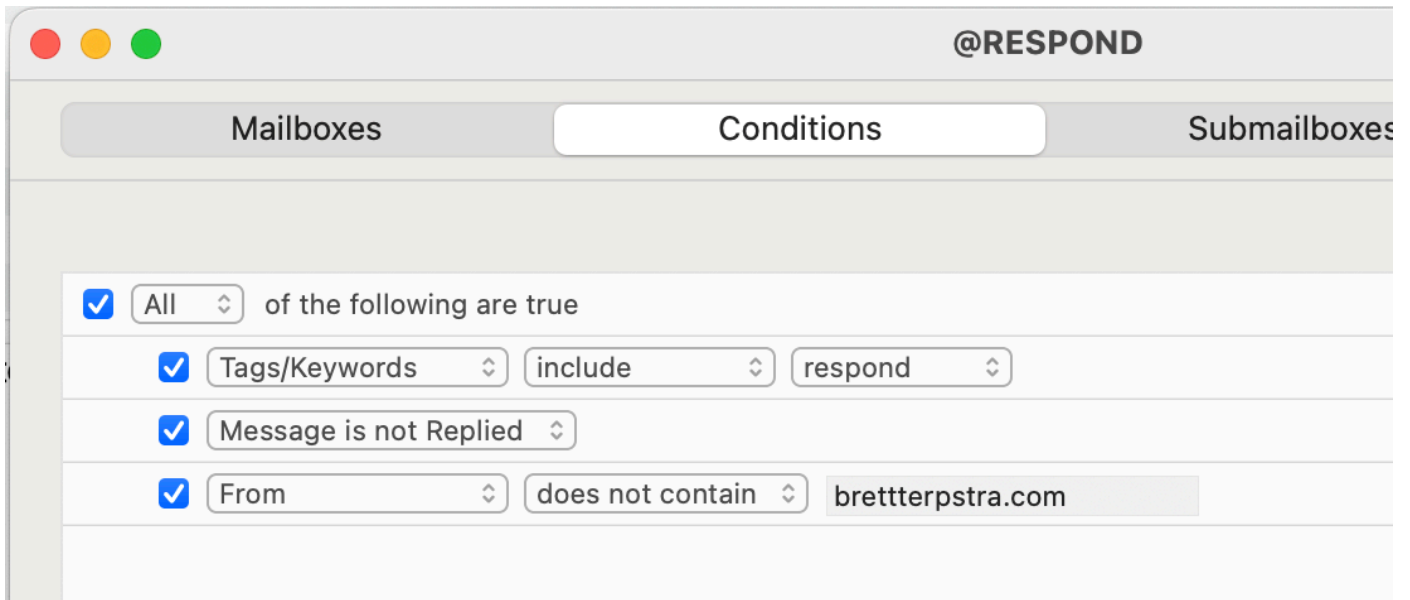
- It didn't work, did it?

Reviewing

- Unread Inbox Messages
 - Aggressively filtered by SaneBox, Filters, and Rules
 - Cleaned by Clean Email
 - outdated emails
 - newsletters
 - Be careful not to make overly aggressive and check back regularly to make sure it's not deleting/archiving emails you want to keep
- @LATER
 - Same criteria as @INBOX but limited to @SaneLater folders from all accounts
 - Read dailyish
 - File to other @Sane folders if it's stupid or unnecessary
- @RESPOND

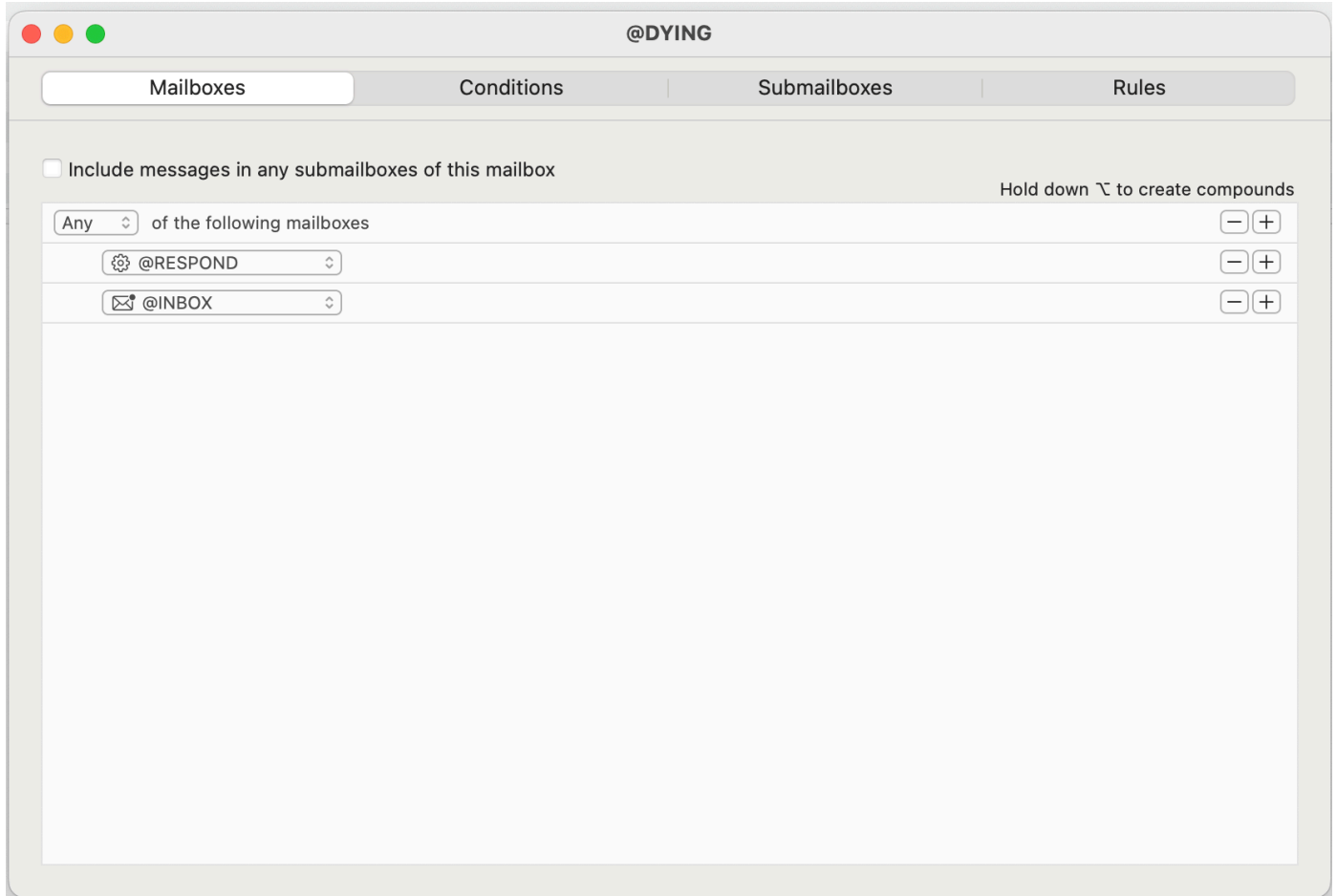
Tagged or flagged (Mail/Gmail) messages

- Criteria

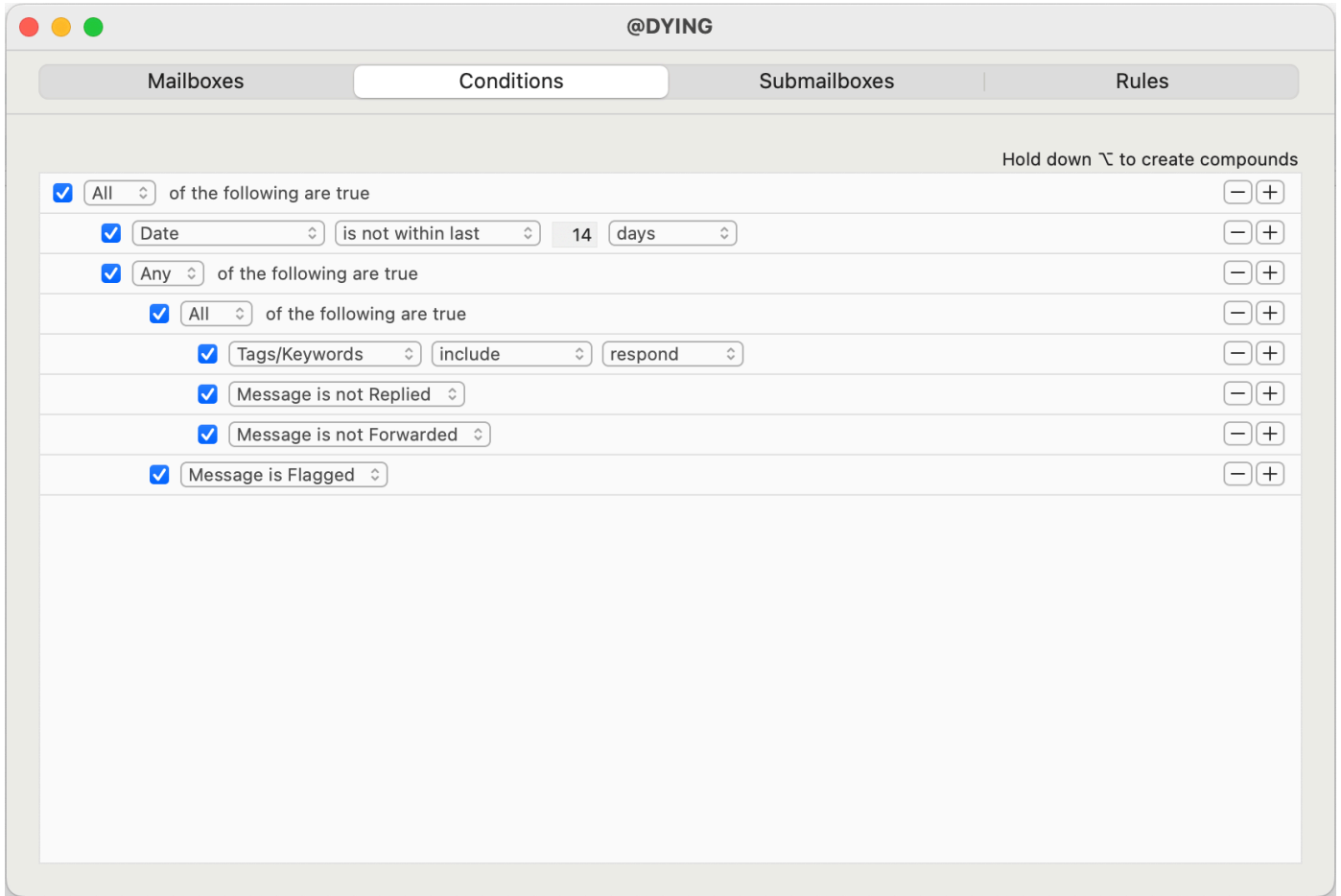


- Reply to messages that are waiting
 - Once replied, automatically removed from mailbox
- Untag/flag messages that have aged past reply window

- @DYING
 - Flagged messages older than 7 days
 - In @REPLY older than 7 days
 - Mailboxes



- Criterium



- Untag/flag old messages
 - Automatically removed from mailbox

SaneBox (\$25 off)

- try.sanebox.com/be2h3q



Link: api.qrserver.com/v1/create-qr-code/

\$25 credit

MailMate

- freron.com



Brett Terpstra



- me@brettterpstra.com
- brettterpstra.com
- ttscoff everywhere