



# How to Control Your Email Inbox Without Losing Your Mind

## Resource Sheet

### Online Timers

[www.online-stopwatch.com](http://www.online-stopwatch.com), this is a very simple online timer. Just plug in the time, press set, and then press go! There are other timing tools available there too. Free!

[e.ggtimer.com](http://e.ggtimer.com), also a very simple online timer. Also free!

[www.rescuetime.com](http://www.rescuetime.com), tracks all the time you spend at various websites, and software throughout your work day. There is a free version.

### Project Management Tool

[www.teamworkpm.net](http://www.teamworkpm.net), a great project management and task management tool. There is a free version if you are managing two or less projects at once.

### Schedulers

[www.timebridge.com](http://www.timebridge.com), a scheduler which also sends SMS and email reminders.

[www.timetrade.com](http://www.timetrade.com), a scheduling tool for various types of users. For customer service, sales, banking.

[www.youcanbook.me](http://www.youcanbook.me), works with Google calendar. Basic use is free yet has many great features.

[www.acuityscheduling.com](http://www.acuityscheduling.com), can be synced with iCal, Google calendar, Outlook 365, and Outlook. There is a free basic service but it is limited.

[Assistant.To](http://Assistant.To), works with Google's Gmail and Calendar, 100% free, but cannot currently accommodate group scheduling. Good for meetings between two people.

[www.fuzedapp.com](http://www.fuzedapp.com), offers many business automation tools including scheduling which syncs Google Calendar with either Time Trade or Schedule Once.

### Support Desk

[www.zendesk.com](http://www.zendesk.com), a great customer service tool which will help with answering your customers' questions. It also creates FAQs based on customers' questions.

## Autofilter Tool

[www.unroll.me](http://www.unroll.me), this is a free tool which helps control the subscription emails which end up in your inbox.

## Email Services or Autoresponders

[www.ontraport.com](http://www.ontraport.com), can automate virtually any part of your business including email autoresponders.

[www.sendpepper.com](http://www.sendpepper.com), automatic email service which sends out emails, allows you to create email sequences. It offers other automatic website communication tools as well.

[www.infusionsoft.com](http://www.infusionsoft.com), sales and marketing software for small businesses which includes email marketing, as well as other functions such as CRM, sales and marketing etc.