

Storage vs. Project

Mon, 12/12/2011 - 12:55 — jtescher

This question is related to my previous forum topic post, but slightly different.

I'm trying to implement some of the suggestions for the zero inbox concept. I like using subfolders in Outlook created by Ceptara to funnel emails into, but I often have emails that don't fall into an "project" category..so I don't know where to store them. For example, each morning I get an email from our communications department with a list of newspaper articles, blogs, etc... that relate to our organization.

Sometimes I like to read and review the articles later and create a time on my calendar to do so. Other times I read it right away but want to store the email. Either way, I have to assign it to a 'project' in order for Ceptara to categorize it. But these emails and related tasks and scheduling don't seem to fall into my definition of a "project" per se. I could create a "project" that's specific to the daily communications emails and assign it to that, but then I'm creating project folders that are for storage, not actionable project. Perhaps I'm being too rigid in my thinking about what a "project is?"

As I mentioned in the other forum topic, not having a place to put these emails and funneling them into a project folder that isn't related to a project but serves more as storage is frustrating. It feels a bit like having a junk drawer in my kitchen (which works great for me physically, but not so much on my computer).

Any thoughts or recommendations? Examples of how you're organizing projects vs. storage?

Cheers,

Jason

[◀ When I click on the 'My Organizer' view, nothing happens. Right-click context menus do not appear.](#)

[1] [Possible to use multiple Exchange accounts or PST files](#) > [2]

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