

# The Stack Method

**Email stacking** is a simple system for sorting incoming emails into action-based folders, helping you prioritise tasks quickly and keep your inbox organised.

- **Do** – Emails that require quick, actionable tasks you can complete soon.
  - **Forward** – Emails that need to be passed on to someone else to action.
  - **Meet** – Messages that relate to meetings, scheduling, or topics you need to discuss.
  - **Reply** – Emails that need a response but require more time or thought.
  - **Review** – Information you may need to read, reference, or reflect on later.
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