

Too much email. The sheer volume is a distraction. Below is a system to reduce the volume of email received, triage the remainder, and eliminate much of the unnecessary waste associated with a full inbox. It is a system, not magic. It will require some effort. But it will be worth it. The system has two components. Though they are complements, either alone should prove useful in improving your Outlook.

REDUCE

Start in your unread folder. [*If you don't have an unread folder, instructions [here](#)*]. Sort your unread messages by oldest first [[instructions](#)]. The older the email, the likelier it is that it can be deleted without consequence. Don't delete it yet. These long-ignored emails are an important source of data about your reading habits. Never-read email cluttering up your inbox should be used to reduce the amount of email that makes it to your inbox in the future.

Unsubscribe is a method for telling a commercial sender that you are no longer interested in receiving a particular communication. Unsubscribing is an important part of reducing the volume of email you receive. Use it liberally. Look for links like these at the bottom of marketing emails:

[UPDATE EMAIL PREFERENCES](#) | [UNSUBSCRIBE](#) | [PRIVACY POLICY](#)

[Click this link](#) to unsubscribe or change your preferences.

If you no longer wish to receive these emails you may [unsubscribe](#) at any time.

When you do unsubscribe, you should also **purge your mailbox of similar email**. Search by the sender and then mass delete [[instructions](#)].

Rules are a more flexible, user-side version of unsubscribe. Unsubscribe creates a sender-side rule to not to send emails to you. Outlook Rules tell your mailbox what to do with defined categories of email you receive. Rules allow you to still receive routine emails without having them clutter up your inbox. For example, someone in your company may send a daily report that you only need to look at on occasion. You can create a rule to move those emails to a prescribed folder. [Instructions for creating move-to-folder rules are here](#). Examples of email types that are amenable to rules that keep your inbox clean:

- Regular reports
- Company-wide emails
- Routine notices & confirmations (e.g., meetings, travel)
- Newsletters & updates

As with purging emails after you've unsubscribed, you will want to remove from your inbox all the emails for which you create rules. While the default is for Outlook to run rules based on new incoming or outgoing mail, you also have the option of running rules on your existing corpus of emails [[instructions](#)].

If your rules are being run across a large population of email, this initial organization will take the machine some time. Regardless, for folks tackling a significant accretion of email, the Reduce process can be time consuming. Rather than do it all at once, develop a new habit. I would recommend moving all old unread mail to a new folder. I would name the folder "Reduce". But call it whatever you want. [Instructions on creating a new folder, moving the email to the new folder, and marking the email as read are here](#).

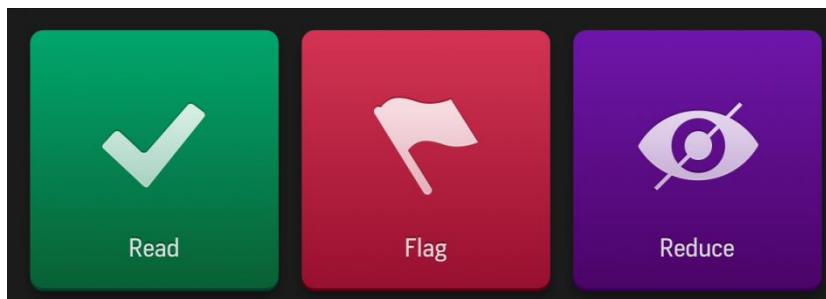
At first, I would suggest you get in a habit of going into your Reduce folder twice a day. Once before lunch and once before you leave at night (or before a meeting—whenever you can just let the machine run). Each time, go in [unsubscribe and purge](#), mark as [Junk](#), [Ignore](#), etc. for 5 minutes or until you reach an email that calls for a [rule](#). If the latter, [create the rule](#) and [run it in your mailbox](#). Let the machine run while you are not in the office. Repeat until you run out of either type of email—i.e., candidates for (i) unsubscribe or (ii) a rule. At that point, cut

down your frequency to once a day. The first day you find the Reduce folder empty, calendar a reminder to perform a Reduce session for once a week. Maintain once a week until you are comfortable with some other interval—but do calendar the reminder for whatever interval you select.

TRIAGE

Some may find the Triage setup slightly daunting (especially pre-Outlook 2010). Get help. The setup only needs to be done once.

Further, I am going to suggest you buy something [[instructions](#)]. All the purchase options—a new keyboard, mouse, or app for your tablet—have the same functionality. They connect to your desktop and allow you to program a sequence of steps to a single button. These buttons will allow you to fly through your email in record time. As an example, here is the top row of a computer-connected keyboard app on my tablet:



Quick Steps are very similar to Outlook Rules. Quick Steps permit you to assign a series of steps to a single key combination (e.g., *CTRL+SHIFT+1*) [[instructions](#)]. These key combinations are then programmed to the keyboard, mouse, or app so that instead of having to remember *CTRL+SHIFT+1*, you just hit one button. The Quick Steps I recommend you create and program to a separate device are:

- **READ:** marks an email as read and moves it to a folder entitled Read
- **REDUCE:** marks an email as read and moves it to the Reduce folder
- **FLAG:** flags an email for follow-up in addition to marking it as read and moving it to the Read folder
- **COMPLETE:** marks a previously flagged email as complete

Though they will still be searchable, you should no longer have to deal with the READ and COMPLETE emails. The REDUCE emails you can attack on whatever [schedule](#) you have set for yourself. Thus, you only need to be concerned with your inbox and flagged emails. Importantly, the flagged emails can all be collected in a custom search folder [[instructions](#)].

Combining a commitment to [Reduce](#) with this [Triage](#) technique will result in far less email getting through and you sifting through the remaining email much quicker than you ever have.

PUTTING IT TOGETHER AND GOING BEYOND

Studies suggest that the average worker checks email 36 times per hour, sends and receives 105 emails per day, and loses more than an hour per day to email interruptions. There are major productivity gains to be had in reducing email and modifying our email habits. The productivity gains are best captured in this graphic from the incomparable [XKCD](#):

HOW LONG CAN YOU WORK ON MAKING A ROUTINE TASK MORE EFFICIENT BEFORE YOU'RE SPENDING MORE TIME THAN YOU SAVE?
(ACROSS FIVE YEARS)

		HOW OFTEN YOU DO THE TASK					
		50/DAY	5/DAY	DAILY	WEEKLY	MONTHLY	YEARLY
HOW MUCH TIME YOU SHAVE OFF	1 SECOND	1 DAY	2 HOURS	30 MINUTES	4 MINUTES	1 MINUTE	5 SECONDS
	5 SECONDS	5 DAYS	12 HOURS	2 HOURS	21 MINUTES	5 MINUTES	25 SECONDS
	30 SECONDS	4 WEEKS	3 DAYS	12 HOURS	2 HOURS	30 MINUTES	2 MINUTES
	1 MINUTE	8 WEEKS	6 DAYS	1 DAY	4 HOURS	1 HOUR	5 MINUTES
	5 MINUTES	9 MONTHS	4 WEEKS	6 DAYS	21 HOURS	5 HOURS	25 MINUTES
	30 MINUTES		6 MONTHS	5 WEEKS	5 DAYS	1 DAY	2 HOURS
	1 HOUR		10 MONTHS	2 MONTHS	10 DAYS	2 DAYS	5 HOURS
	6 HOURS				2 MONTHS	2 WEEKS	1 DAY
1 DAY					8 WEEKS	5 DAYS	

source: [XKCD](#)

Once setup, execution of my system is simple. You will sort your email rapidly with the press of a few buttons and make regular progress in reducing the email that makes it to your inbox in the first instance. My system is bare bones by design. It is limited to two folders, four Quick Steps, and two actions, triage and reduce. The arrangement is not inviolate. Reduce and Triage are flexible techniques that you can adapt to your environment and preferences. For example, your mobile email client may militate towards having a flagged items moved to separate folder (because you can't run a search for flagged items and want all your to-do's in a single folder). You may prefer a different rapid-folding approach, such as [GTD](#). Make whatever modification you want.

Further, the system is not intended to be comprehensive. Rather, it is supposed to be a baseline approach to be built upon based on your work needs and habits. I, for example, stopped using lots of folders (except as repositories for routine

emails) once I upgraded to an Outlook version with [Instant Search](#). The foldering took time, and I had so many emails in each folder that I ended up using search anyway. But there are readers who will need to maintain comprehensive folders (e.g., lawyers with specific case or client files). Such individuals can still use Triage to get through their inbox in the first instance but they have further opportunity to improve the subsequent foldering of read emails with [Rules](#), [Search Folders](#), [Conversations](#), etc. And while I heartily recommend training to become an Outlook Ninja, I also have to warn against letting the perfect be the enemy of the good. The system outlined above will not get you to email Nirvana, but it should still take you to a much better place.

After getting in a Reduce habit and setting yourself up for Triage, if you want to learn more, I recommend exploring:

- [Quick Parts](#)
- [Templates](#)
- [Auto-Archive](#)
- [Rules](#)
- [Search Folders](#)
- [Conversations](#)
- [Instant Search](#)
- [Flags](#)

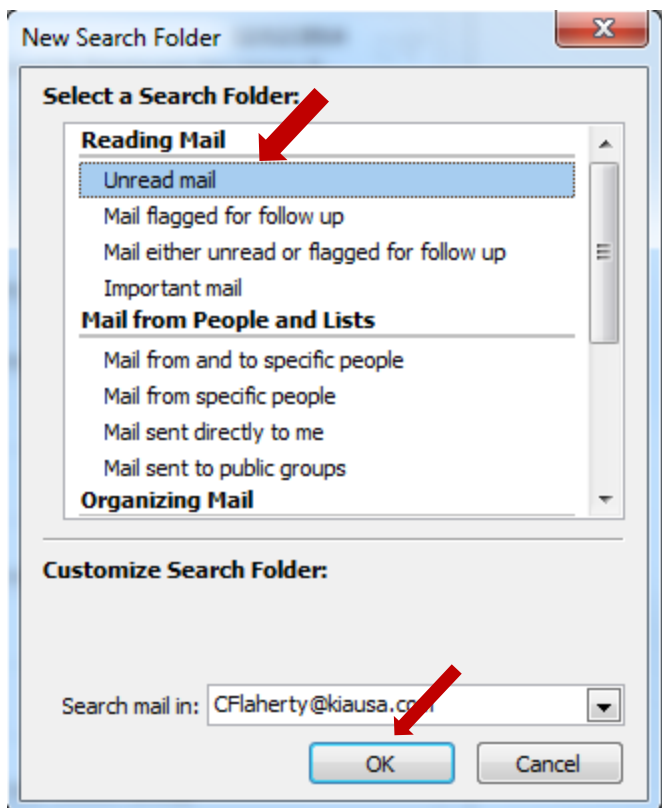
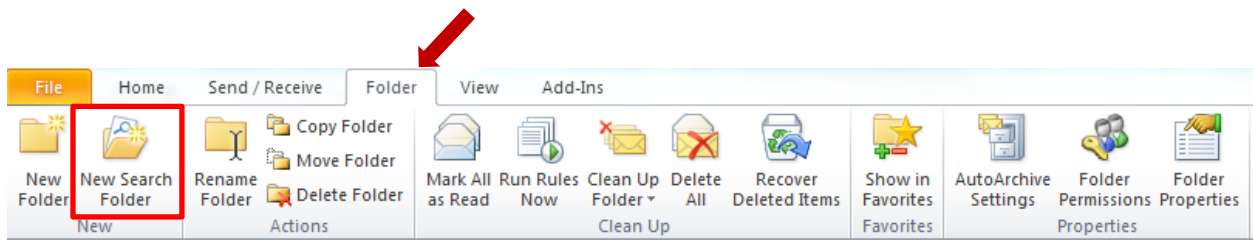
But, most of all, let me recommend trying to break the email addiction. This may be impossible. For many, it is their job to monitor for important email and react immediately. But, if you are in an environment that allows it, I heartily recommend treating email as just another project to which you allocate set amounts of time at regular intervals. When it is not email time, shut it down. Focus. Mono-task.

Add Search Folders to Favorite Folders in Outlook

(The below is Outlook 2010, for [2007 click here](#) and for [2013 click here](#)).

The Unread Folder

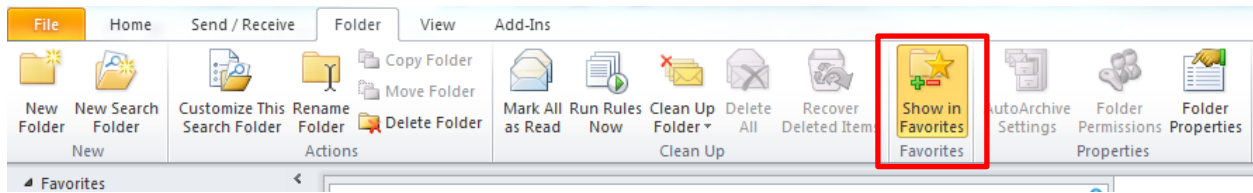
Go to the *Folder* tab and click on *New Search Folder* and select *Unread mail* from the popup menu.



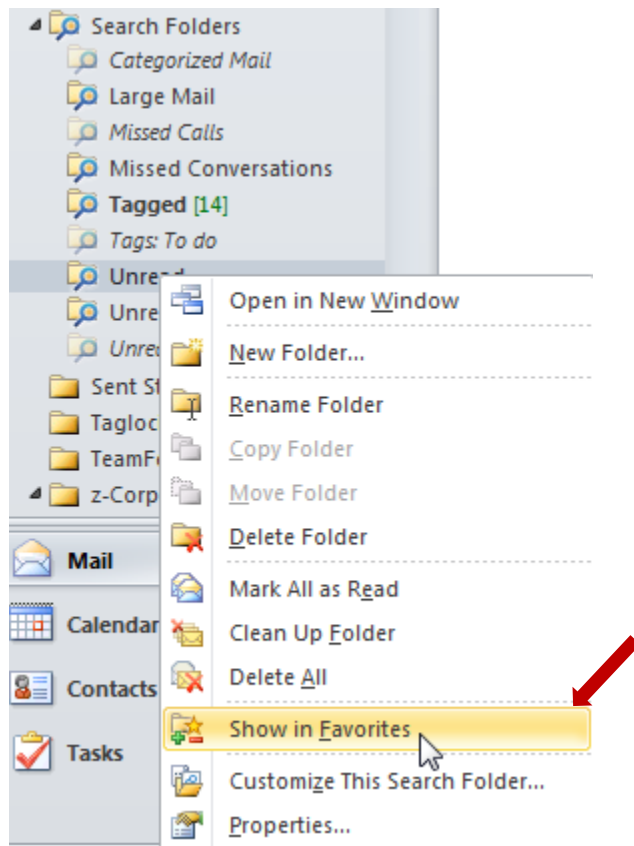
You'll automatically be taken to the search folder. Select *Show in Favorites* either on the *Folder* tab or after right-clicking the folder in the Navigation Pane.

This



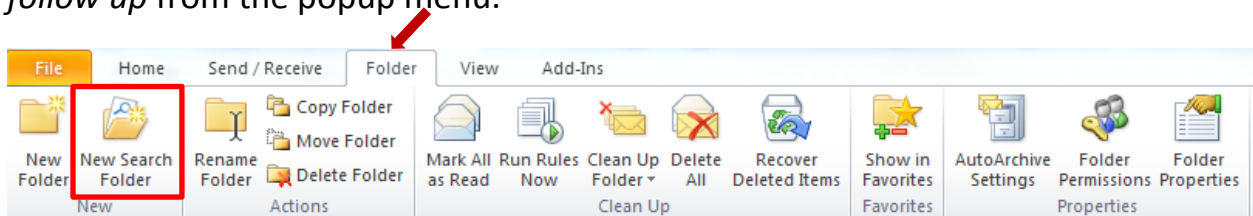


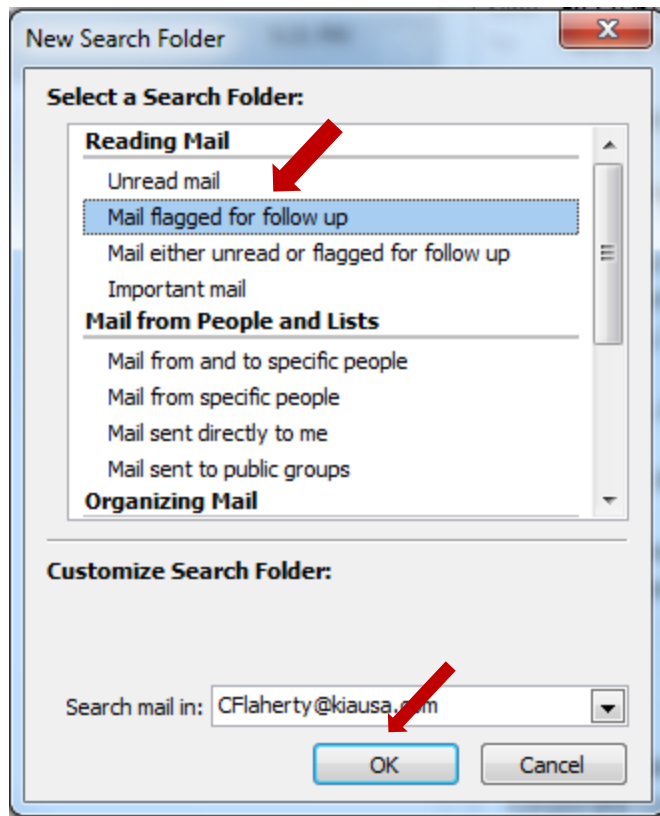
Or



The Flagged Folder

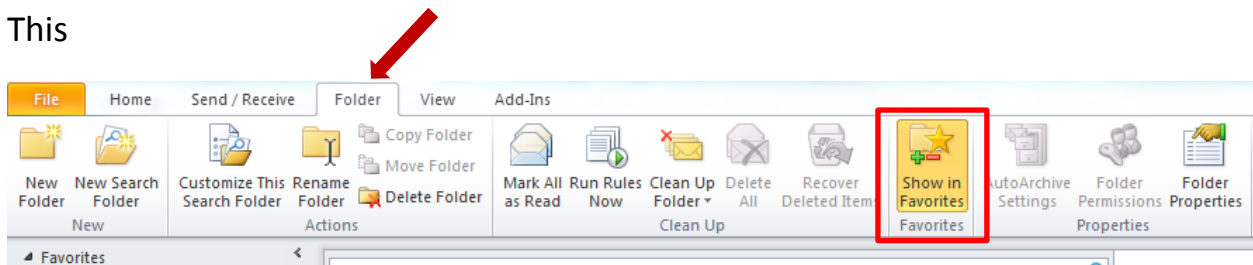
Go to the *Folder* tab and click on *New Search Folder* and select *Mail flagged for follow up* from the popup menu.



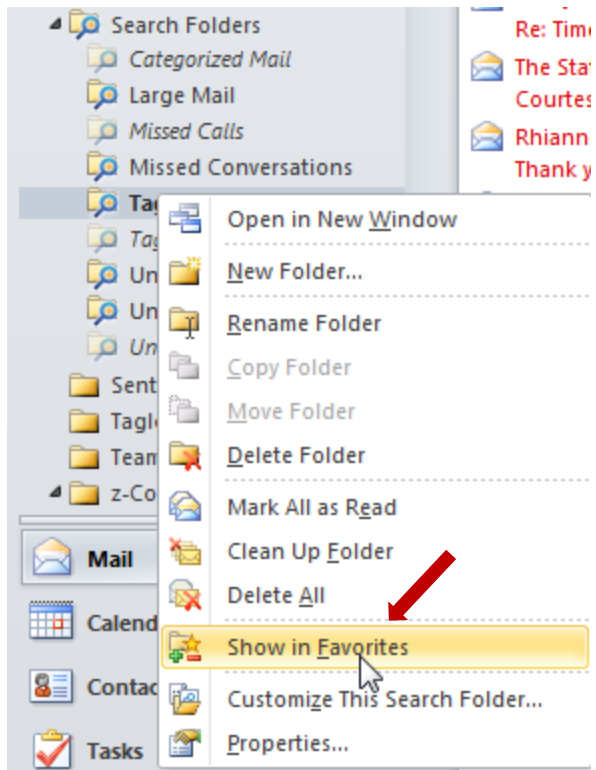


You'll automatically be taken to the search folder. Select *Show in Favorites* either on the *Folder* tab or after right-clicking the folder in the Navigation Pane.

This



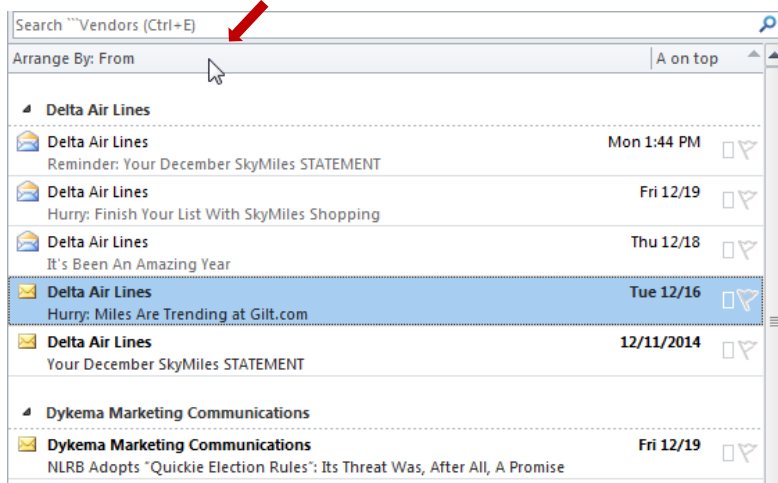
Or



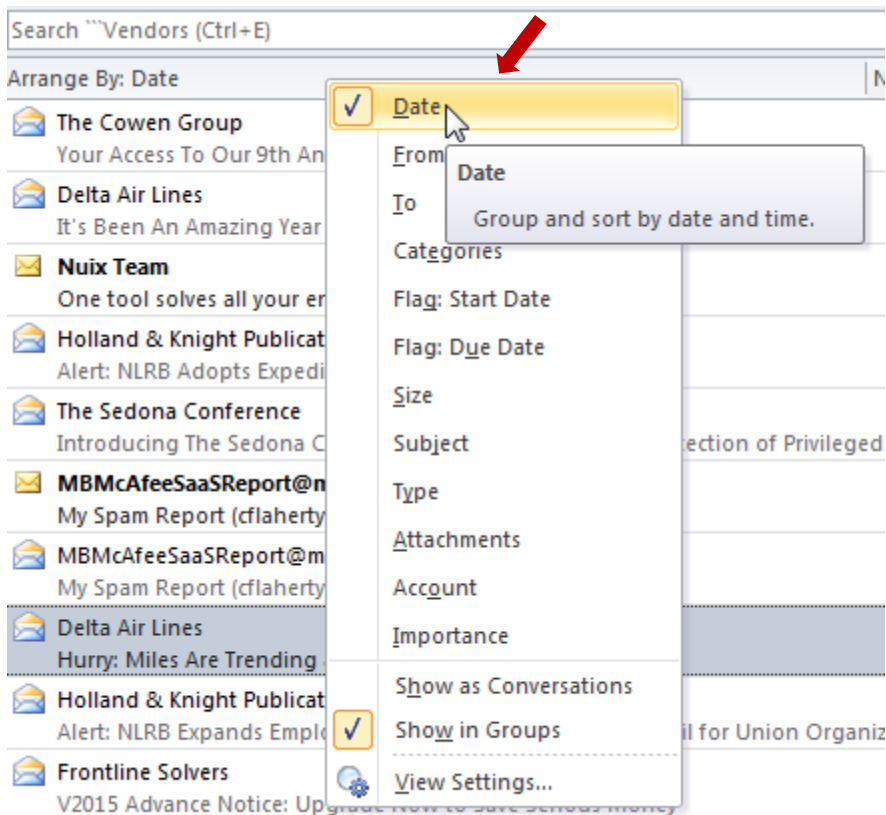
Sort by Date

(The below is Outlook 2010, for [2007 click here](#) and for [2013 click here](#). Also, video [here](#)).

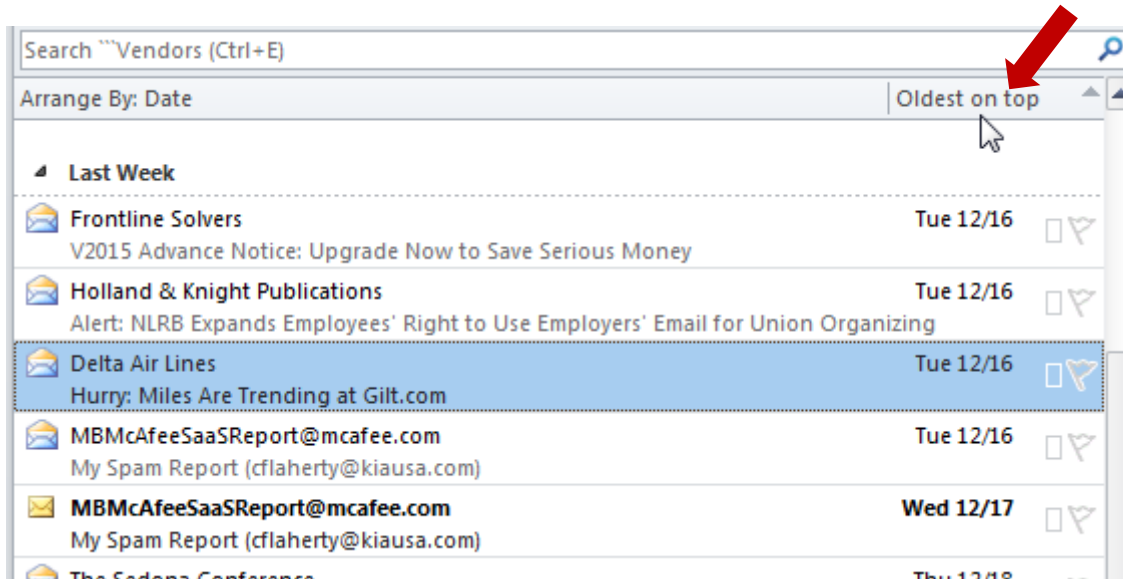
Step 1: Go to the bar above your email.



Step 2: Right-click on the left side (*Arrange By*) of the bar and select *Date*.



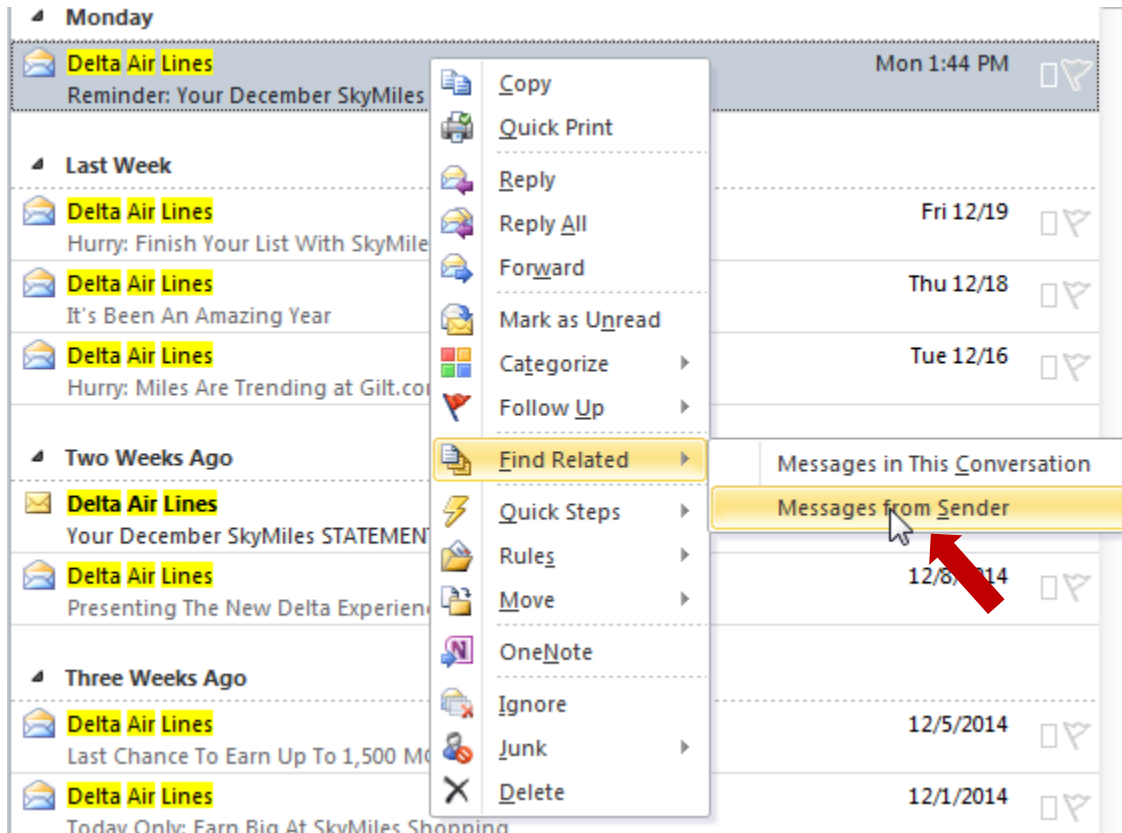
Step 3: Then left click on the right side of the bar so that it changes from *Newest on top* to *Oldest on top*"



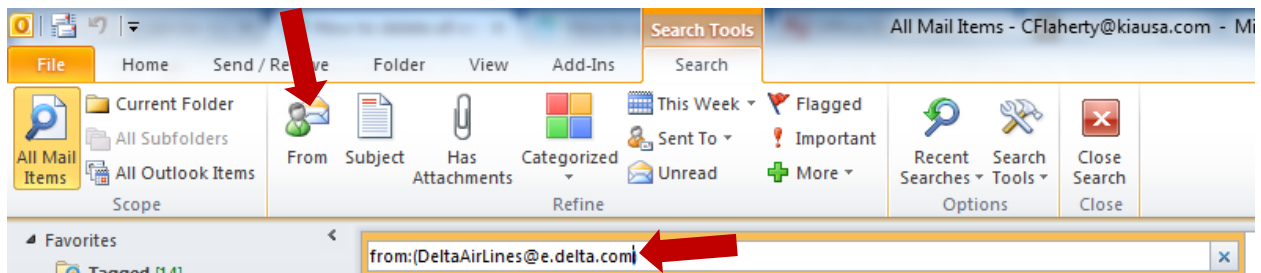
Search by Sender and Delete

(The below is Outlook 2010 and works the same in 2013, for [2007 click here](#))

Step 1: Run a search by right-clicking on the email and going to *Find Related>Messages From This Sender*







Alternatively, you can run a manual search in the search box:















Step 2: Delete the email by selecting it all (hit *CTRL+A*) and then pressing *DELETE*









▲ Last Week














-  **Holland & Knight Publications** Thu 12/18 
Alert: NLRB Adopts Expedited Union Election Procedures
-  **Holland & Knight Publications** Tue 12/16 
Alert: NLRB Expands Employees' Right to Use Employers' Email for Union Organizing

▲ Last Month

-  **Holland & Knight Publications** 11/24/2014 
Alert: DOJ Requires Compliance with Voting Accessibility
-  **Holland & Knight Publications** 11/19/2014 
Alert: DOJ Criminal Division Renews Efforts to Lower Allegations
-  **Holland & Knight Publications** 11/11/2014 
Alert: OSHA Revises Rule on Injury and Illness Reporting
-  **Holland & Knight Publications** 11/10/2014 
Alert - Murphy Oil USA, Inc.: NLRB Holds that Agreements
-  **Holland & Knight Publications** 11/6/2014 
Alert: In-Patient Hospitalization and "Missed" Appointments
-  **Holland & Knight Publications** 11/3/2014 
Alert: DOL Issues Guidance on Missing Filing Dates

▲ Older

-  **Holland & Knight Publications** 10/8/2014 
Alert: Excepted Benefits Under the ACA
-  **Holland & Knight Publications** 9/25/2014 
Alert: Annual U.S. Green Card Lottery for Fiscal Year Oct. 1, 2014
-  **Holland & Knight Publications** 9/15/2014 
Alert: Recent NLRB Decisions Condone Workplace Profanity and Insubordination
-  **Holland & Knight Publications** 9/11/2014 
Alert: NLRB Forces Restaurant to Allow Posters Insinuating Germ-Infested Food

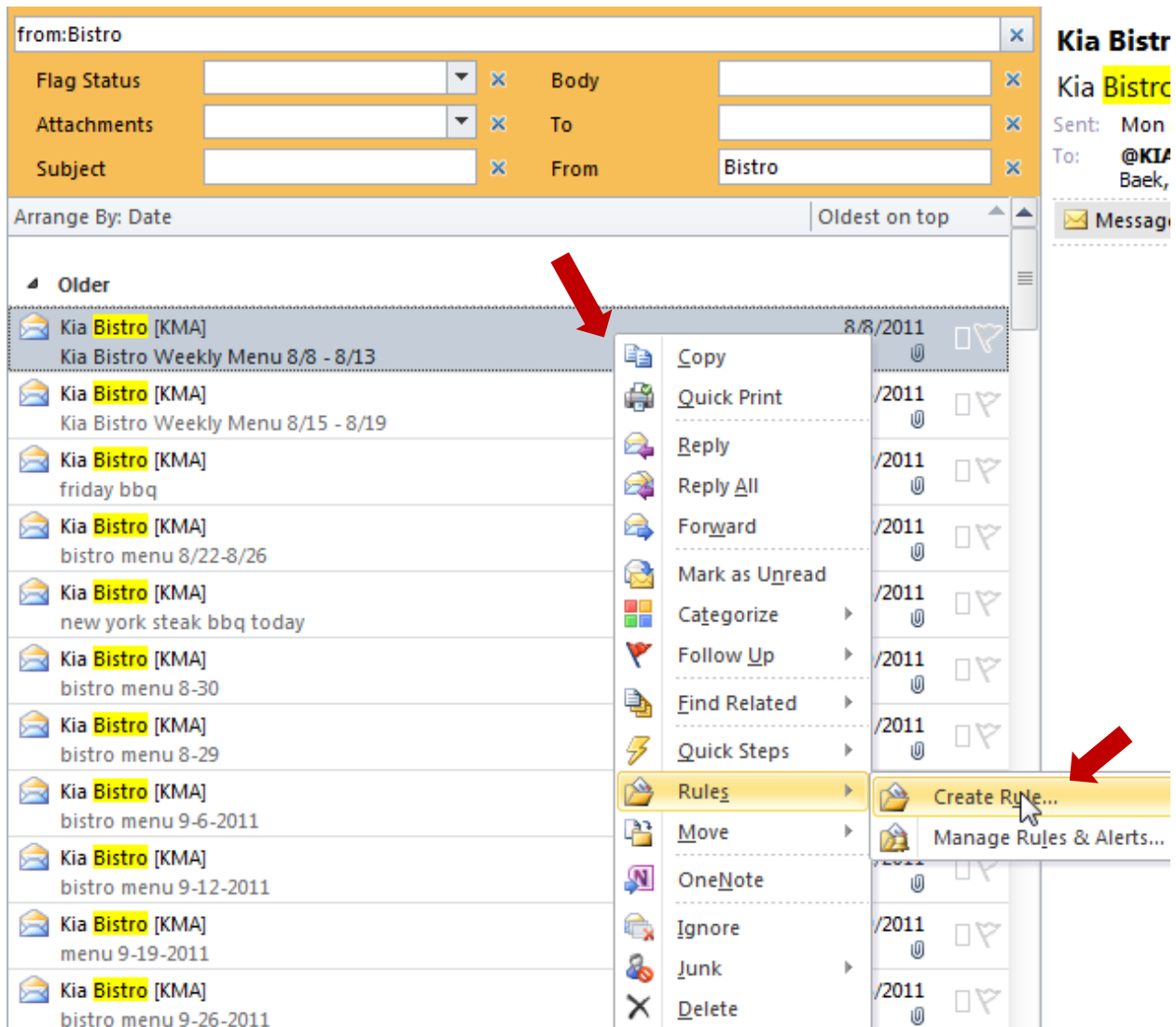
-  Open
-  Copy
-  Quick Print
-  Forward
-  Mark as Read
-  Mark as Unread
-  Categorize ▶
-  Follow Up ▶
-  Quick Steps ▶
-  Rules ▶
-  Move ▶
-  Ignore
-  Delete



Rules

(The below is Outlook 2010. For [2013 click here](#), for [2007 click here](#))

Right-click on the email on which the rule will be based and go to *Rules>Create Rule*



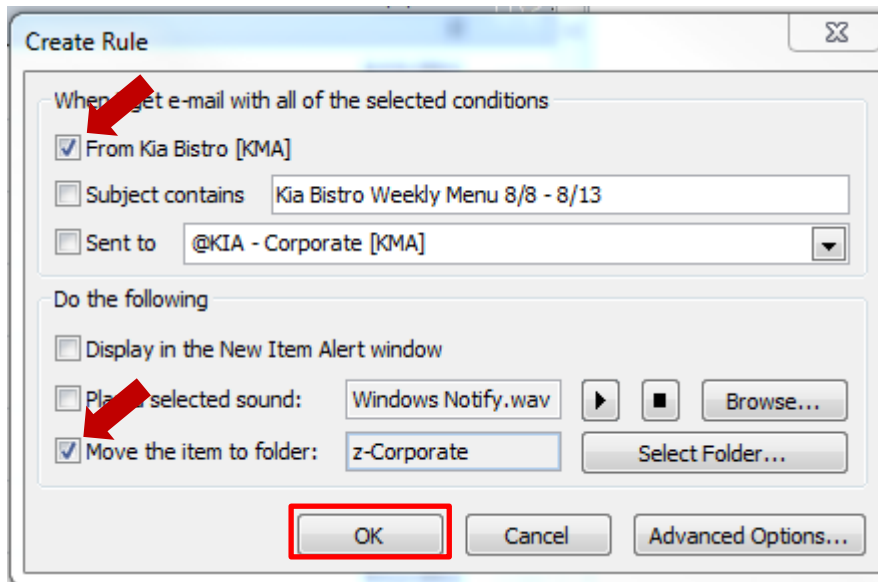
Alternatively, you can go to the *Rules* button in the *Move* section of the *Home* ribbon:



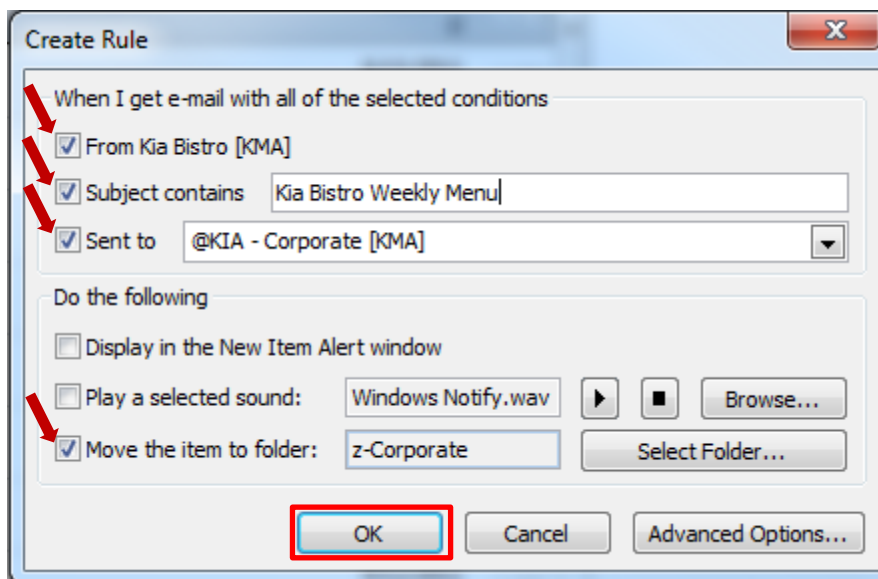
The screenshot shows the Outlook interface with the 'Rules' menu open. A red arrow points to the 'Create Rule...' option. A tooltip for 'Create Rule' is visible, stating: 'Create a rule based on the sender or recipients of this message to always move mail to a specified folder.'

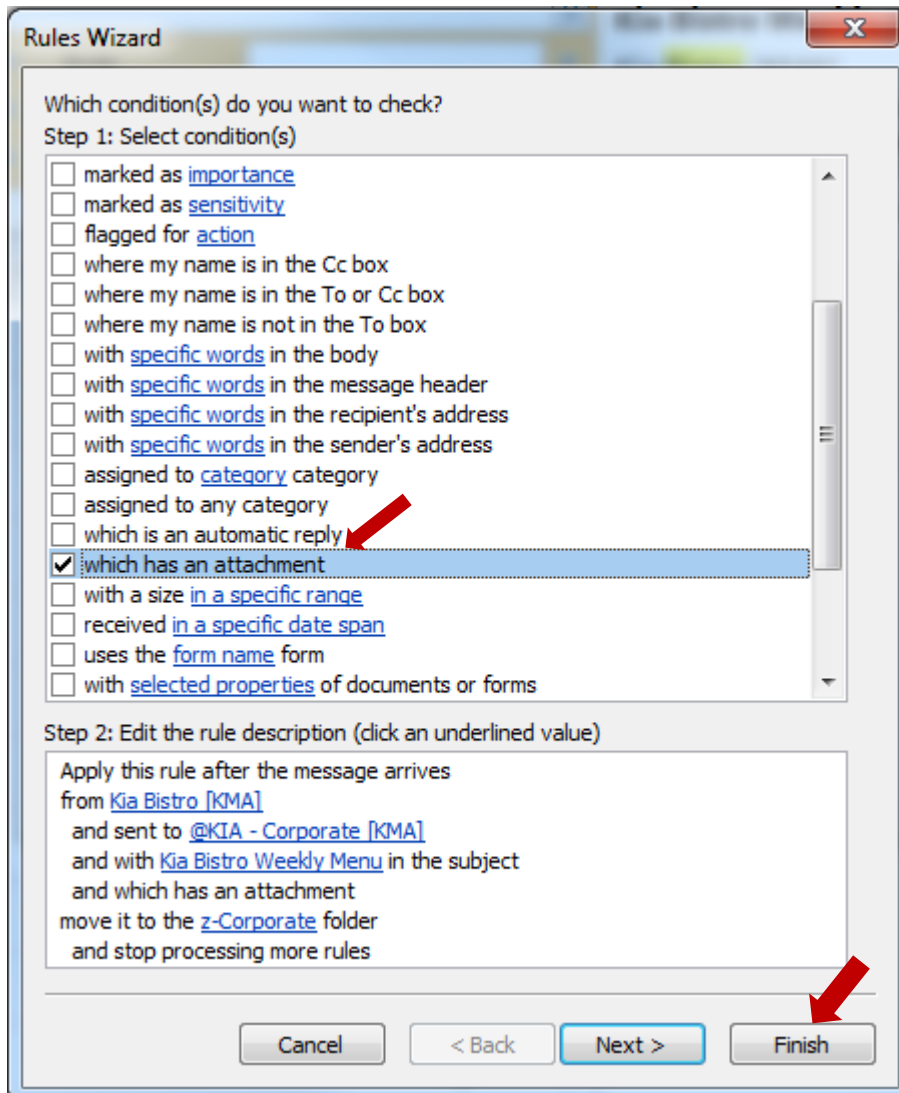
From	Date	Subject
Two Weeks Ago		
Dykema Marketing Communications	12/12	NLRB Reverses Itself: Employer Email Systems Now Can Be Used by Employees for Union
Dykema Marketing Communications	12/12/2014	The Department of Justice Announces a Cybercrime Unit
Last Week		
Frontline Solvers	Tue 12/16	V2015 Advance Notice: Upgrade Now to Save Serious Money
Holland & Knight Publications	Tue 12/16	Alert: NLRB Expands Employees' Right to Use Employers' Email for Union Organizing
MBMcAfeeSaaSReport@mcafee.com	Tue 12/16	My Spam Report (cflaherty@kiausa.com)
MBMcAfeeSaaSReport@mcafee.com	Wed 12/17	My Spam Report (cflaherty@kiausa.com)
The Sedona Conference	Thu 12/18	Introducing The Sedona Conference Commentary on the Protection of Privileged ESI
Holland & Knight Publications	Thu 12/18	Alert: NLRB Adopts Expedited Union Election Procedures
Nuix Team	Thu 12/18	One tool solves all your enterprise information challenges
The Cowen Group	Fri 12/19	Your Access To Our 9th Annual 2014 Salary Survey Results The Cowen Group
Dykema Marketing Communications	Fri 12/19	NLRB Adopts "Quickie Election Rules": Its Threat Was, After All, A Promise
Monday		
The Sedona Conference	Mon 5:01 AM	To our friends
The Sedona Conference	Mon 10:46 AM	Join leading judges at eDiscovery Negotiation Training in Atlanta, Mar. 4-5, 2015

Either way, you will be given a choice of how to treat emails based on similar characteristics. For example, if you always want emails from a particular sender to be placed in a particular folder check the box *From* under the heading *When I get e-mail with all of the selected conditions*, as well as *Move the item to folder* under the heading *Do the following* (click on *Select Folder...* to select the folder to which the emails will be moved). Then click *OK*.

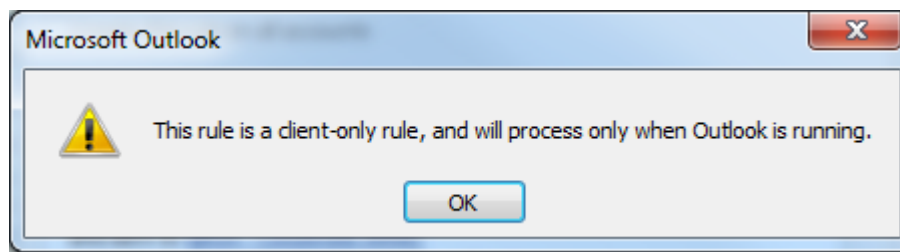


In certain instances, you may not want all mail from a particular sender to go to a folder. You may, for example, only want emails from that sender that have a particular subject line, are sent to a particular group, and include an attachment (a standard set of conditions for a regularly distributed report). For this Rule, however, you will need to go to *Advanced Options* to select *includes an attachment* before hitting *Finish*.

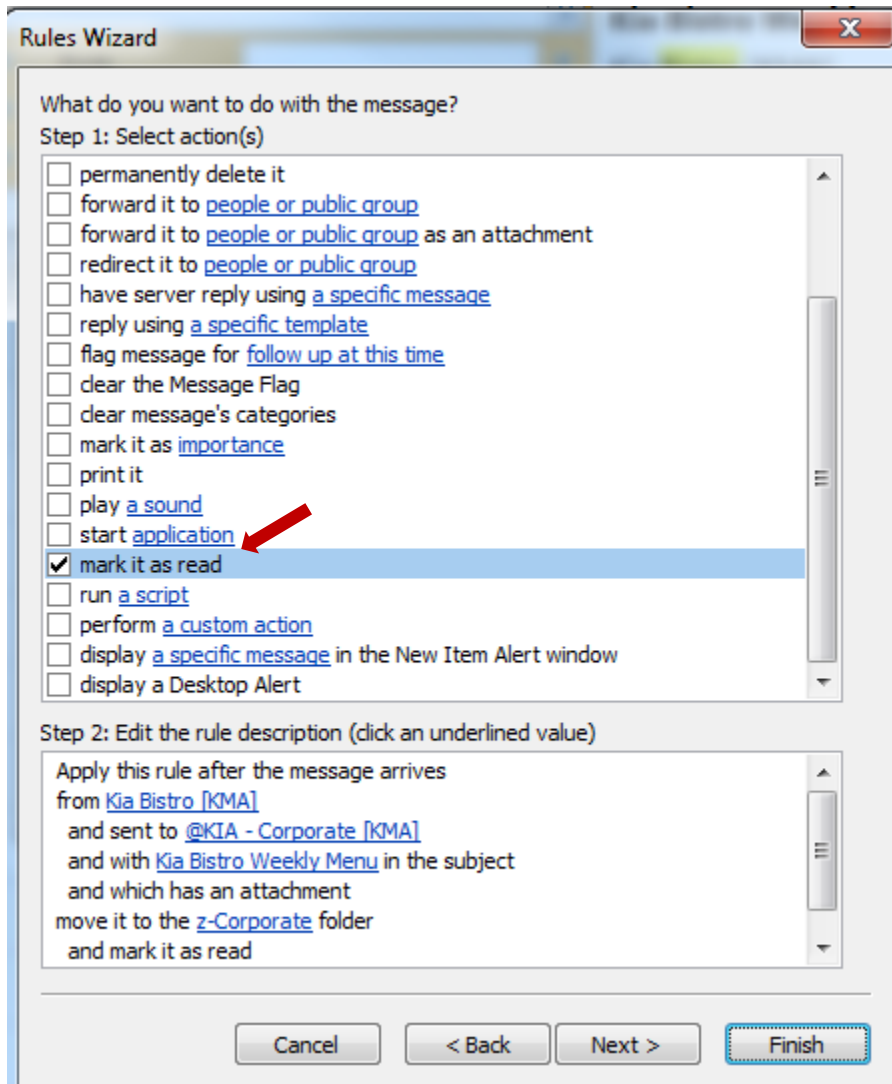




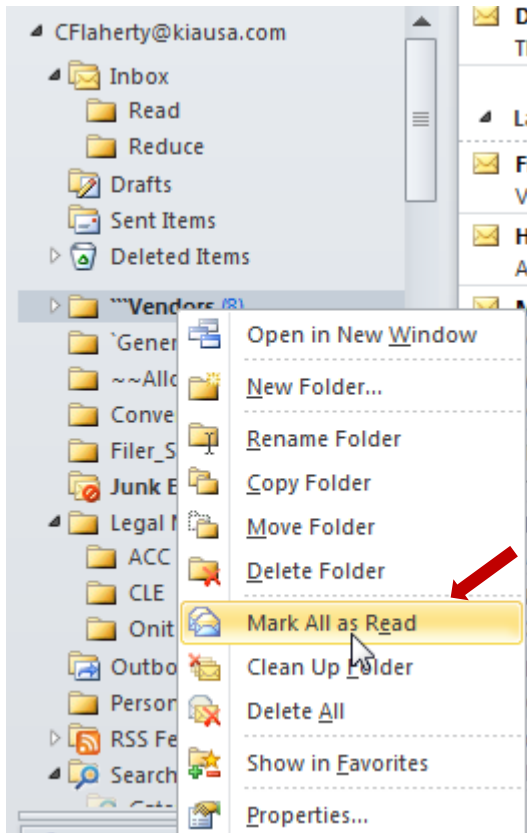
The permutations are considerable. But the functionality is simple. Most routine email has salient characteristics (conditions) that permit automatic filtering. That said, there are certain Rule conditions and actions that will result in the Rule only running when Outlook is on. When you create a “client-only” Rule, you get a message like this:



An example above might be adding *mark email as read* to the Rule created above.

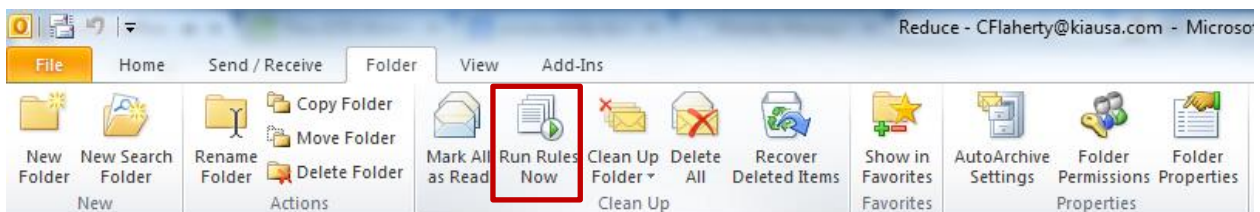


Only an email that has actually made it to your inbox can be marked as read. If you use unread email as a kind of reminder system (ill advised), adding this action will be useful. On the other hand, having Rules that run on the server even when your personal Outlook is shutdown can be great for keeping email from buzzing your mobile device when you are at home or traveling on business. Further, once you are sending emails to a prescribed folder, it is really easy to mark all of them as read by right-clicking the folder and selecting *Mark all as read*.



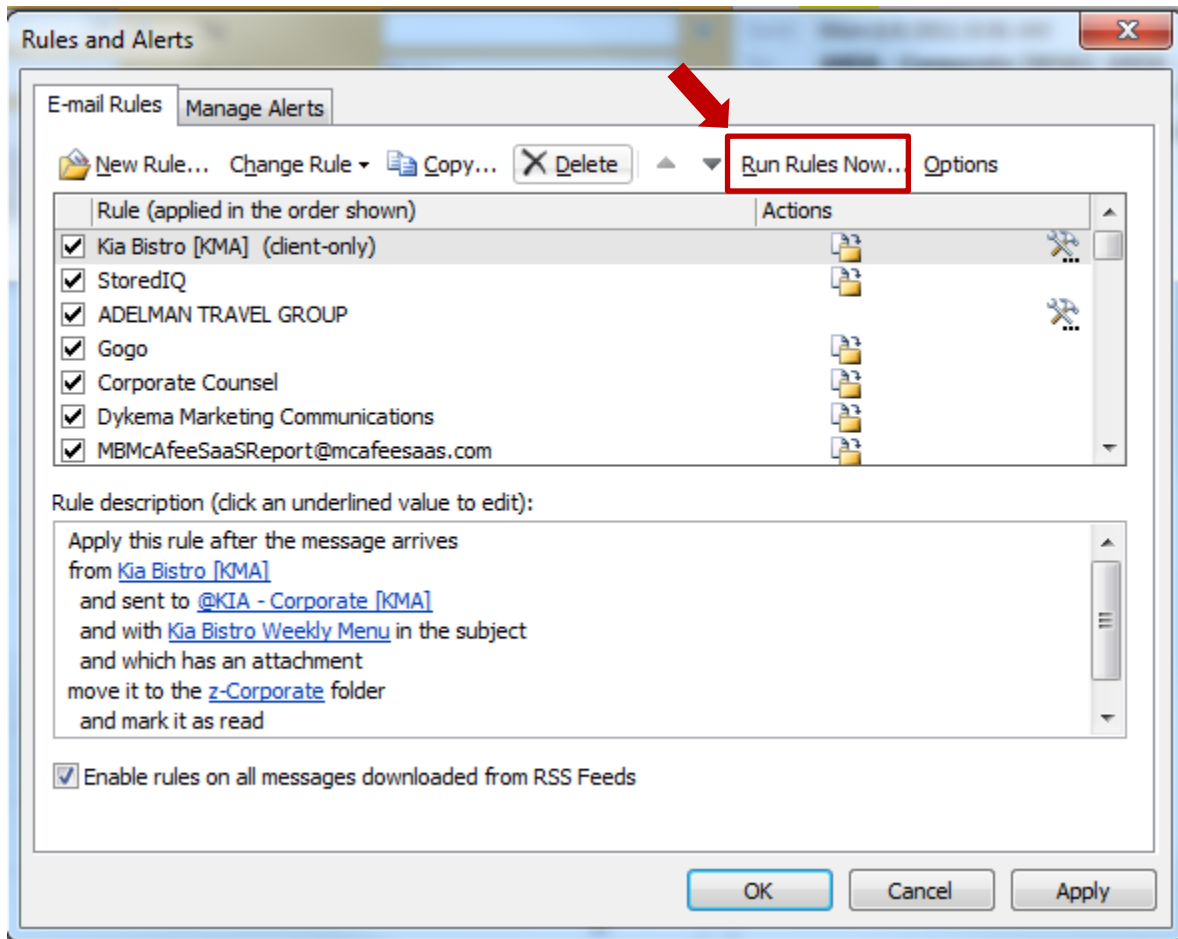
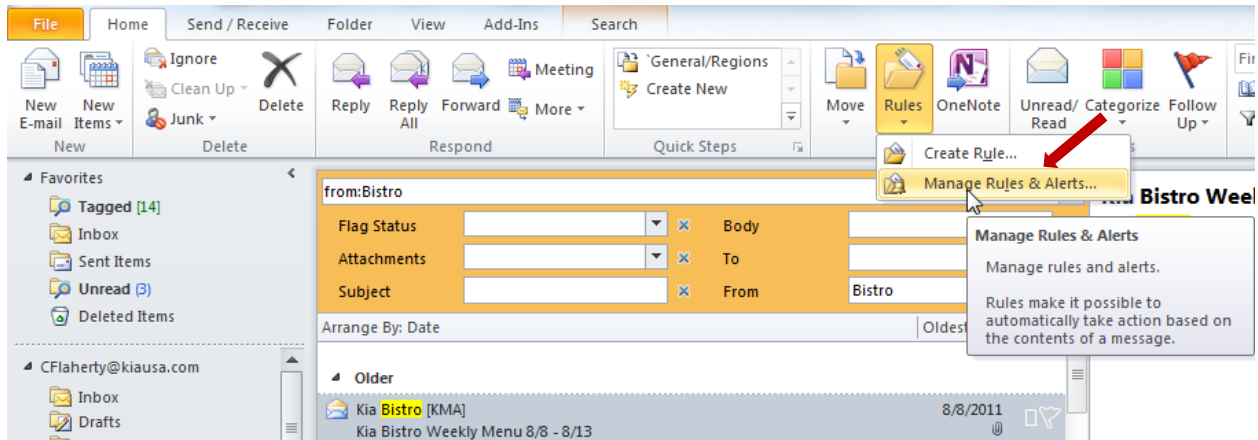
Run Rules

Importantly, you can run rules on your existing pile of email. Click the *Run Rules Now* button on the *Folder* tab or go to the *Rules* button in the *Move* section of the *Home* ribbon and select *Manage Rules & Alerts* and click on *Run Rules Now* in the pop up menu.

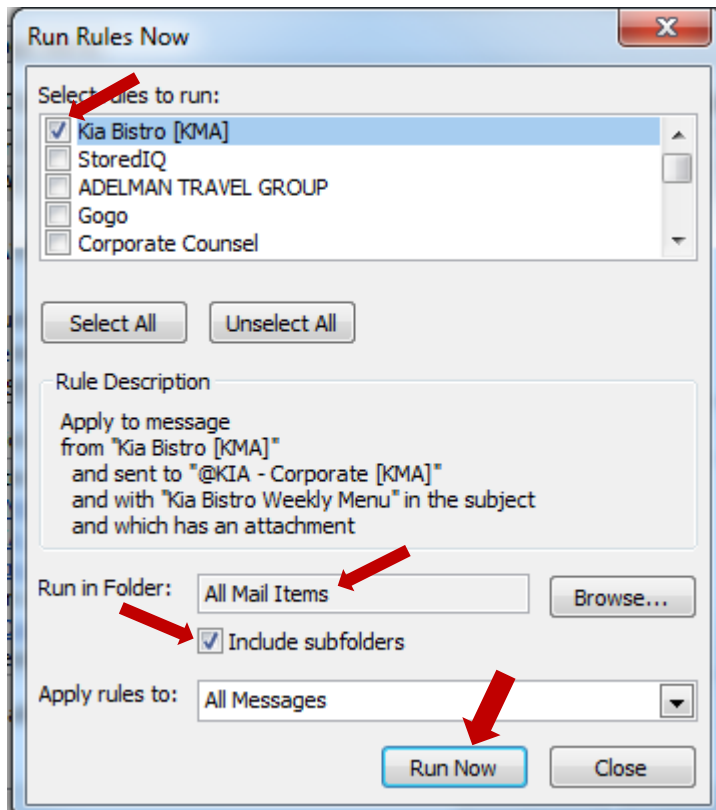


or





Check the box adjacent to the rule(s) you want run and hit *Run Now*.



Some additional resources on rules:

[Outlook 2010 Tutorial - Creating a Message Rule \(Video\)](#)

[Manage messages by using rules](#)

[The Three Most Important Outlook Rules for Processing Mail](#)

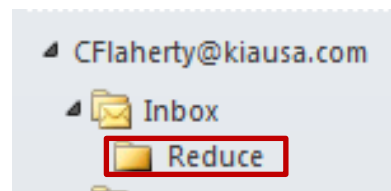
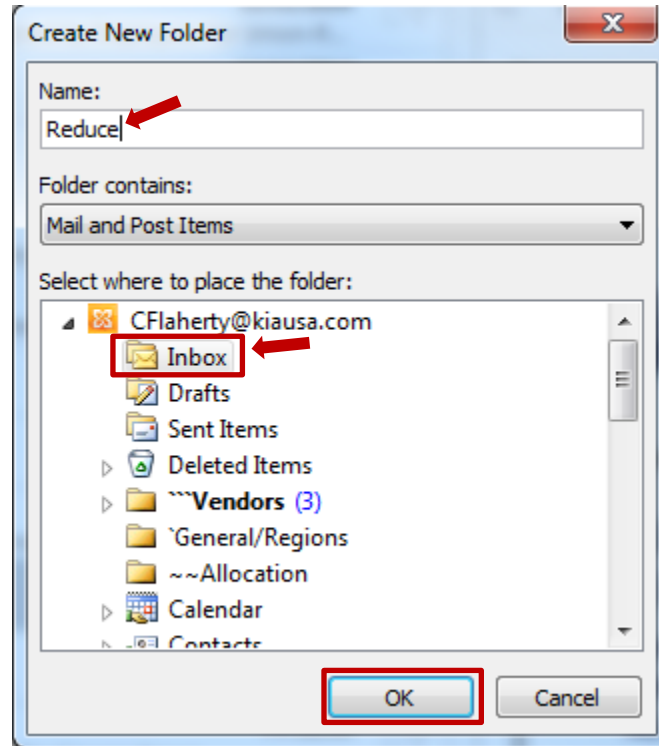
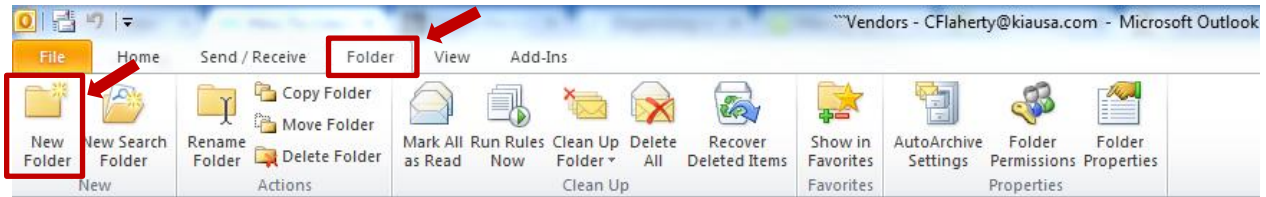
[Create the best rules in Outlook to boost your productivity](#)

Create a new folder and move unread mail

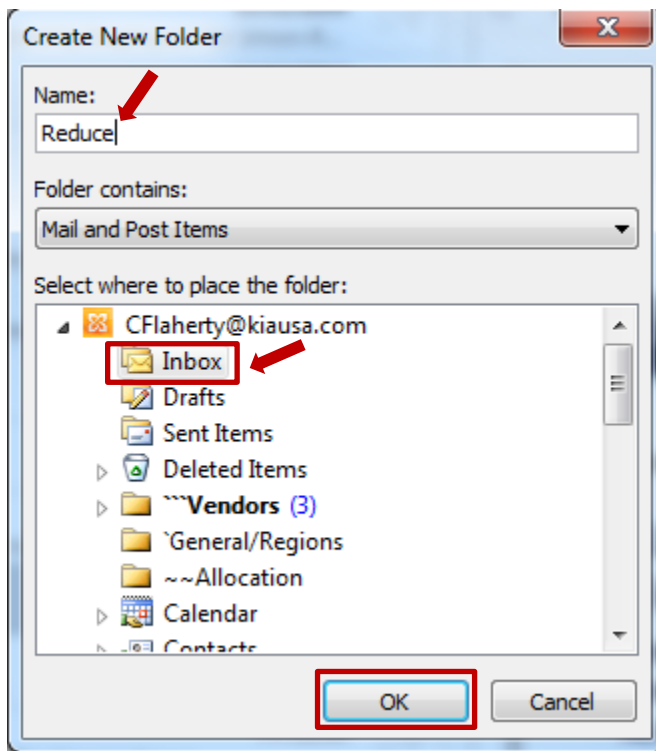
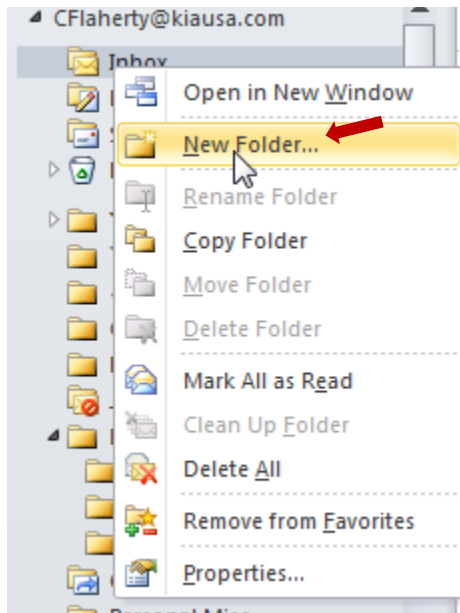
(The below is Outlook 2010. For [2013 click here](#), for [2007 click here](#))

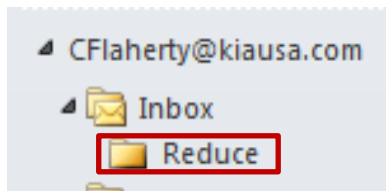
CREATE FOLDER

Method 1: Go to the *Folder* tab, click on *New Folder*, name it, and select the folder location.



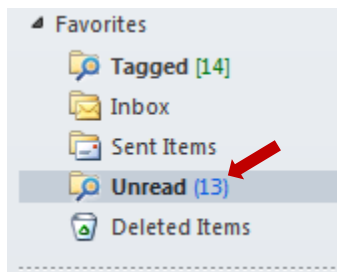
Method 2: Right-click on the folder location in the Navigation Pane, select *New Folder*, click on *New Folder*, name it, select the folder location, and name the new folder.

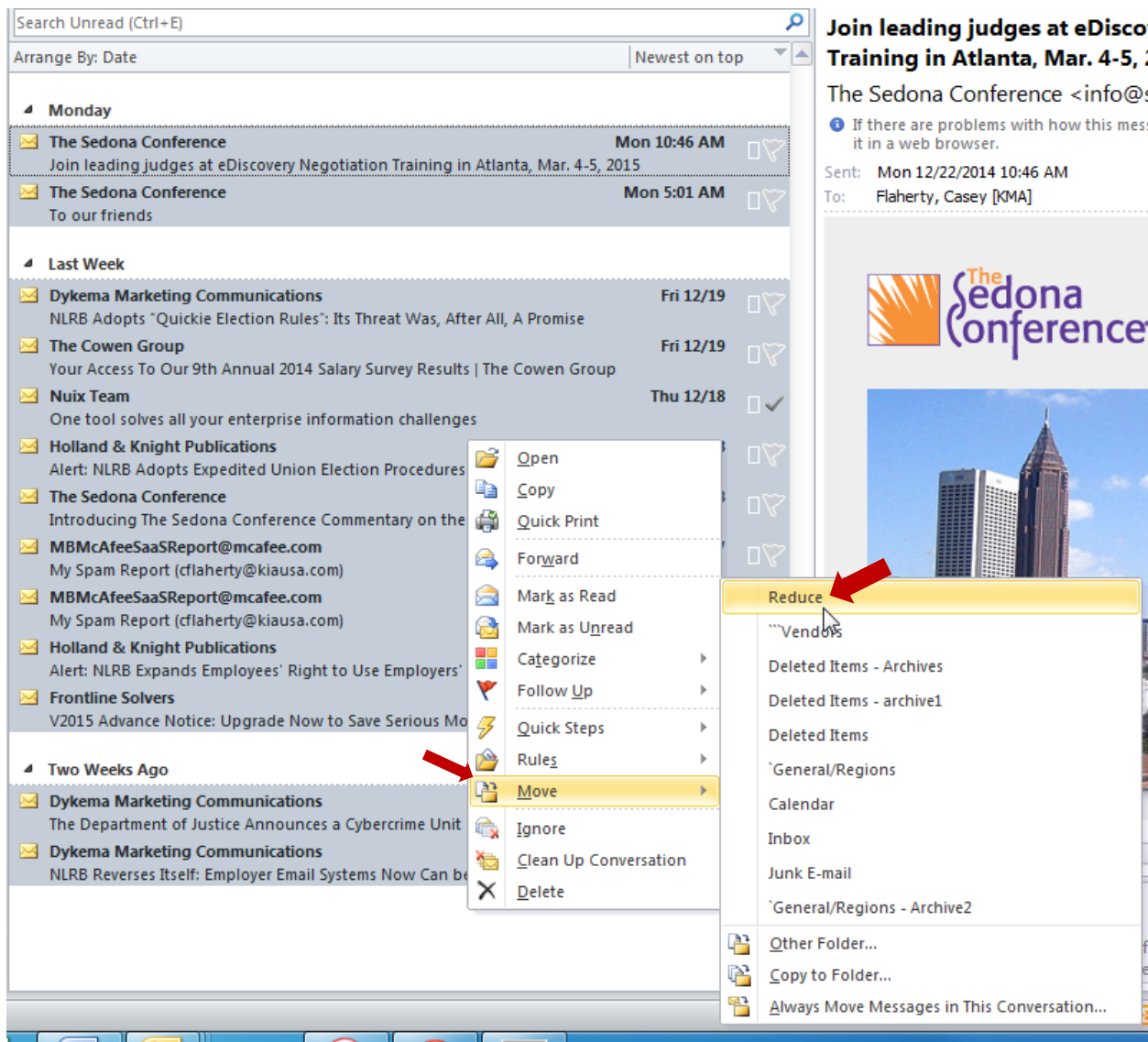




MOVE UNREAD EMAIL TO NEW FOLDER

Go to the Unread search folder [[instructions](#)]. Select all unread email by hitting *CTRL+A*. You can drag and drop the files to your new folder. Or you can right-click, select *Move>Other Folder*, and then select the folder you just created (which should be one of the quick options).





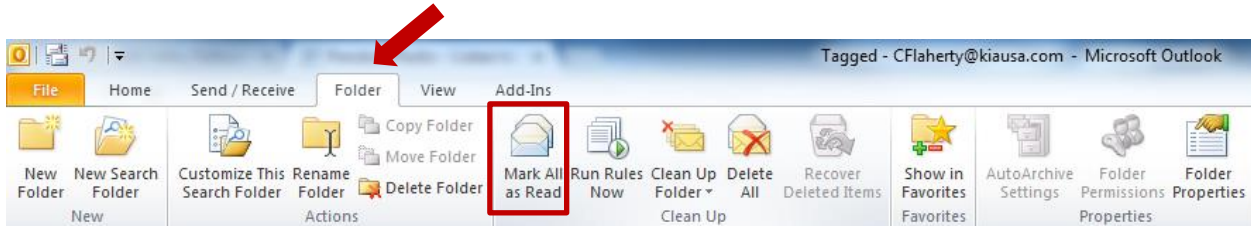
MARK EMAIL IN FOLDER AS READ

Method 1: Go to the new folder. Use the *Mark All as Read* button on the *Folder Ribbon*

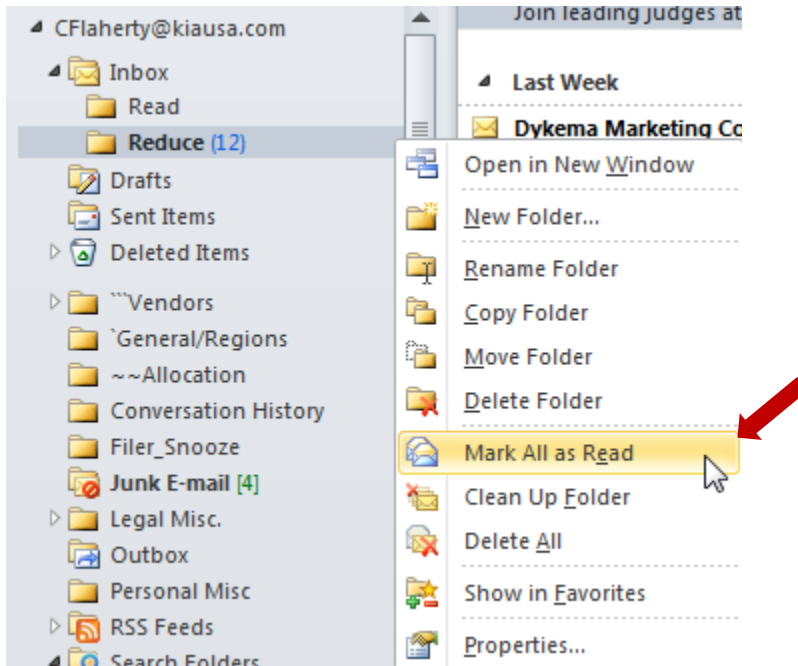
Method 2: Right-click on the folder in the Navigation Pane and select *Mark All as Read*

Method 3: Go to the new folder. Select all the email by hitting *CTRL+A*. Mark it read by hitting *CTRL+Q*


Method 4: Go to the new folder. Select all the email by hitting **CTRL+A**, right-click and select *Mark as Read*.




OR









OR




























Search Unread (Ctrl+E) 

Arrange By: Date Newest on top 







Monday















-  **The Sedona Conference** Mon 10:46 AM  
Join leading judges at eDiscovery Negotiation Train
-  **The Sedona Conference** 1 AM  
To our friends

Last Week

-  **Dykema Marketing Communications** 12/19  
NLRB Adopts "Quickie Election Rules": Its Threat Wa
-  **The Cowen Group** 12/19  
Your Access To Our 9th Annual 2014 Salary Survey R
-  **Nuix Team** 12/18  
One tool solves all your enterprise information chal
-  **Holland & Knight Publications** 12/18  
Alert: NLRB Adopts Expedited Union Election Proce
-  **The Sedona Conference** 12/18  
Introducing The Sedona Conference Commentary o
-  **MBMcAfeeSaaSReport@mcafee.com** 12/17  
My Spam Report (cflaherty@kiausa.com)
-  **MBMcAfeeSaaSReport@mcafee.com** 12/16  
My Spam Report (cflaherty@kiausa.com)
-  **Holland & Knight Publications** Tue 12/16  
Alert: NLRB Expands Employees' Right to Use Employers' Email for Union Organizing
-  **Frontline Solvers** Tue 12/16  
V2015 Advance Notice: Upgrade Now to Save Serious Money

Two Weeks Ago

-  **Dykema Marketing Communications** 12/12/2014  
The Department of Justice Announces a Cybercrime Unit
-  **Dykema Marketing Communications** 12/12/2014  
NLRB Reverses Itself: Employer Email Systems Now Can be Used by Employees for Union-R...

-  Open
-  Copy
-  Quick Print
-  Forward
-  **Mark as Read**
-  Mark as Unread
-  Categorize
-  Follow Up
-  Quick Steps
-  Rules
-  Move
-  Ignore
-  Clean Up Conversation
-  Delete

Triage Purchase

I recommend you purchase a device that enables you to add additional keys to your computer setup so that those keys can be programmed to execute a series of steps with one click. If you find this intimidating, get help. Call in the IT person or the individual on your team who takes pride in their tech savvy. The setup only needs to be done once.

Many of the device options are designed for gaming. Gamers program the extra keys to execute a series of actions at the press of a single key. “Macro” and “hot keys” are semi-familiar terms that may shed light on the objective. But an example might be highlighting a term or phrase in something you are reading on screen and then pressing a button that (i) copies it, (ii) opens your web browser, (iii) goes to a specific research site (e.g., Google, Wikipedia, FindLaw, GPO, etc.), (iv) pastes the text into the search bar, and (v) executes the search. In our context, a single button press will, for example, (a) mark an email as read, (b) flag it for follow up, and (c) move it to a prescribed folder.

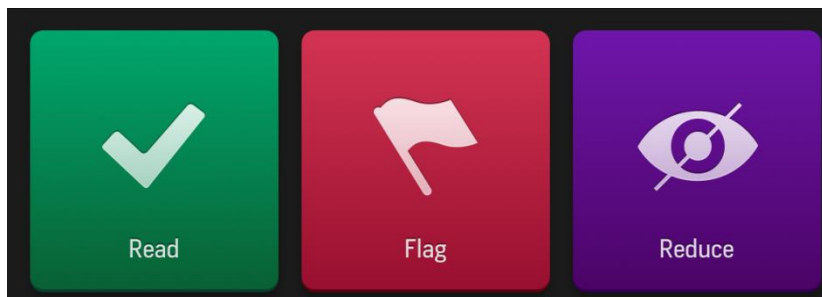
The first option is an entirely new keyboard that has extra, programmable keys. The keyboard with programmable keys I’ve used is [here](#) with other options [here](#) and [here](#). You can see the additional, built-in keypad in the picture below:



Very similar is a separate, programmable mini keypad. The keypad I've used is [here](#), and other options are [here](#) and [here](#).



Because there are not many keys, a user should learn them pretty quickly. But you can create a legend, use [inexpensive stickers](#), [print custom stickers](#), or even have [custom keycaps made professionally](#). Labels are also very easy to create if you decide to use an app on a tablet. The app I've used is [here](#) with an alternative [here](#). And here is an example of what the tablet interface can look like when the app is open:



The app is probably the easiest to use at the outset. In the long run, a keyboard is probably more of a time saver because it is always there, always on, and faster in terms of both input and response. Another physical option with which I've only had limited success is a programmable mouse. Same concept. Personally, the buttons were just too small for me to achieve speed or accuracy (though they work great for other things, like switching applications). The mouse I've used is [here](#) with other options [here](#) and [here](#).

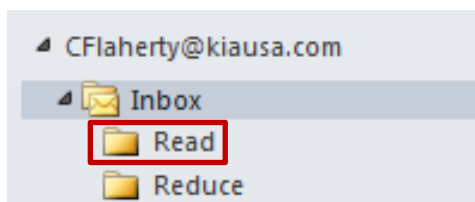


Finally, if you are comfortable with scripting, it is fairly easy to use something like [AutoHotKey](#) to remap the number pad (including an on/off command) to achieve the same goal.

Quick Steps

(The below is Outlook 2010. For [2013 click here](#). Unfortunately, Quick Steps doesn't exist in Outlook 2007 and before. You can achieve the same functionality but it involves writing [macros](#). Since I do not have Outlook 2007, I have not created a guide for doing this.)

Before creating your first Quick Step, you will want to create a new folder for processed email. Name it whatever you want; I would recommend "Read" or "Processed". [Again, instructions for creating a new folder are here](#).



The Quick Steps you will be creating are:

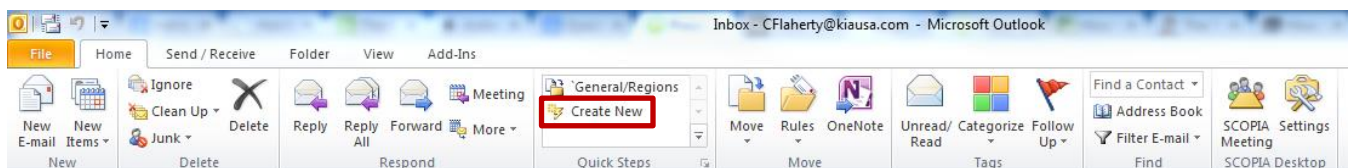
- [READ](#)
- [REDUCE](#)
- [FLAG](#)
- [COMPLETE](#)

Program each of the associated shortcut keys to whatever [external programmable device](#) you decide to try.

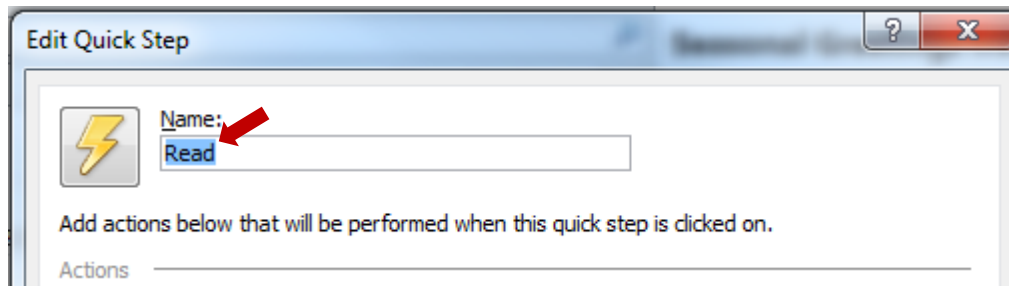
READ

The first Quick Step will be mark email as read and move the email from the Inbox to the Read folder.

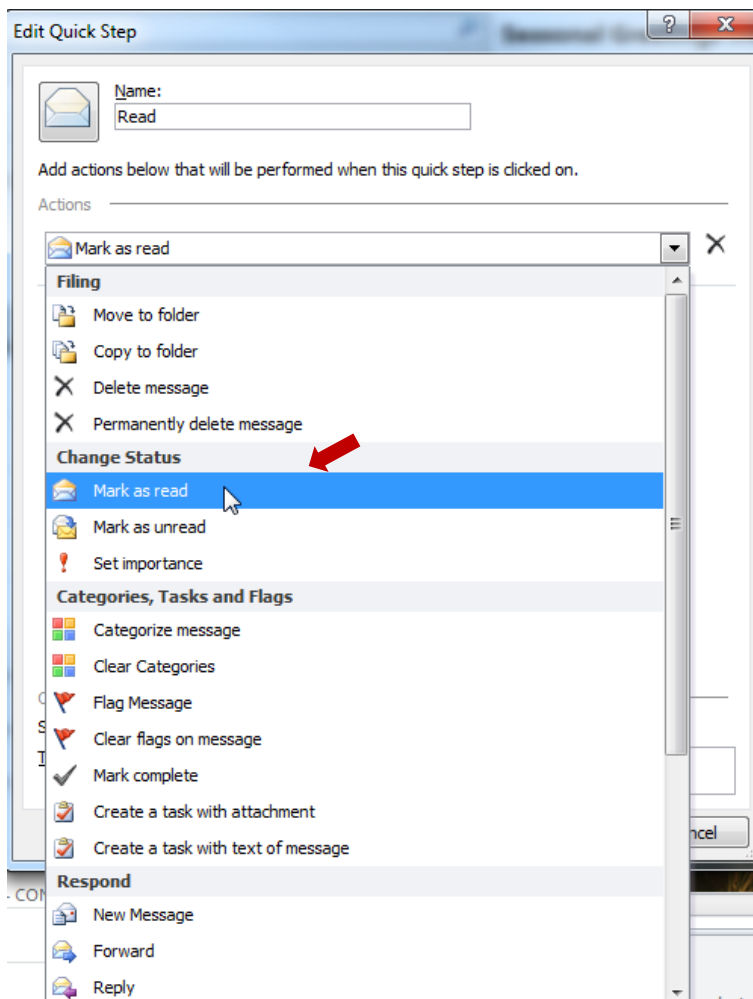
Step 1: Click on *Create New* in the *Quick Steps* menu on the *Home* ribbon.



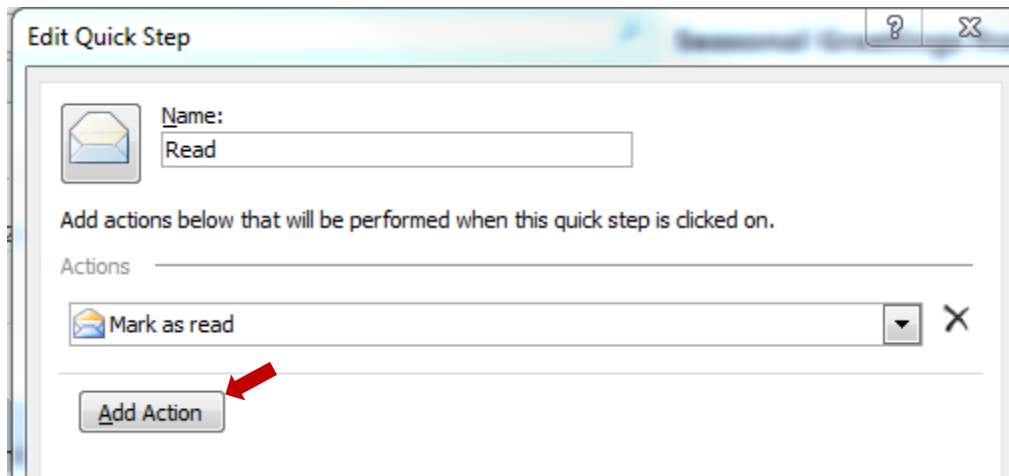
Step 2: Name the Quick Step "Read".



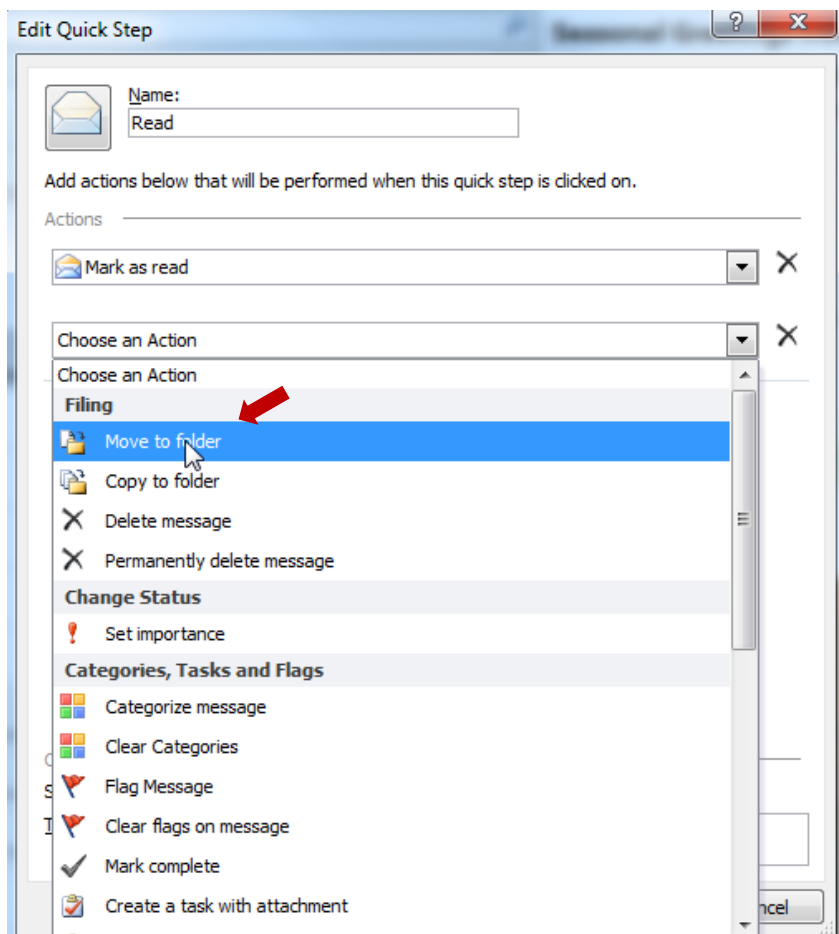
Step 3: Select *Mark as Read* from the *Choose an Action* dropdown menu.



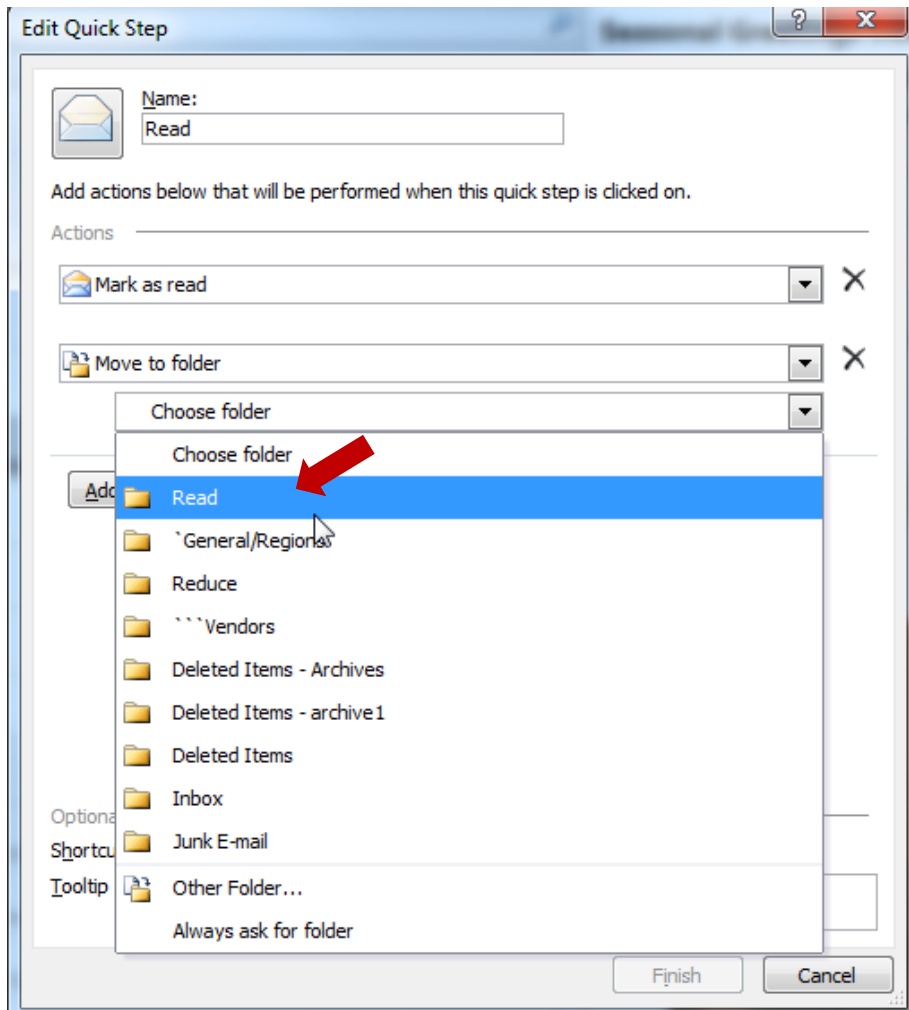
Step 4: Click on *Add Action*



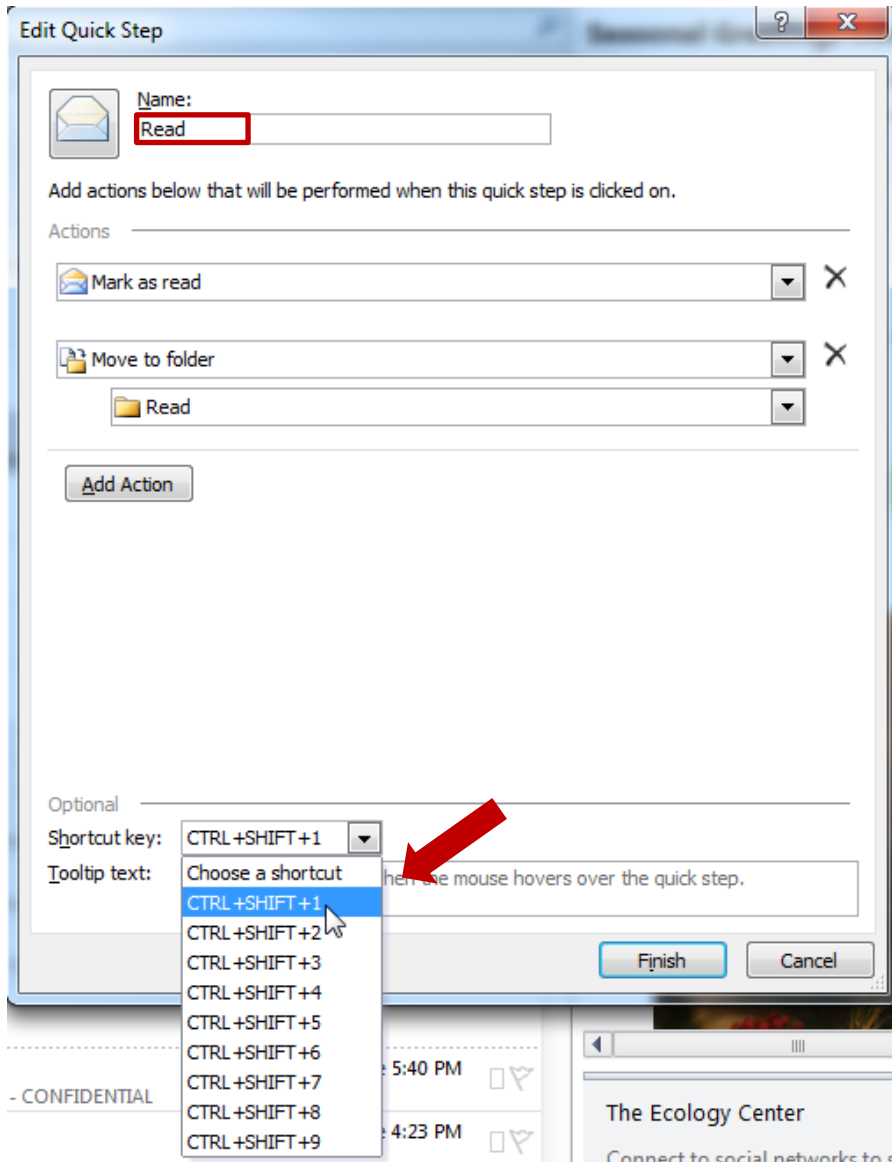
Step 5: Select *Move to Folder* from the *Choose an Action* dropdown menu.



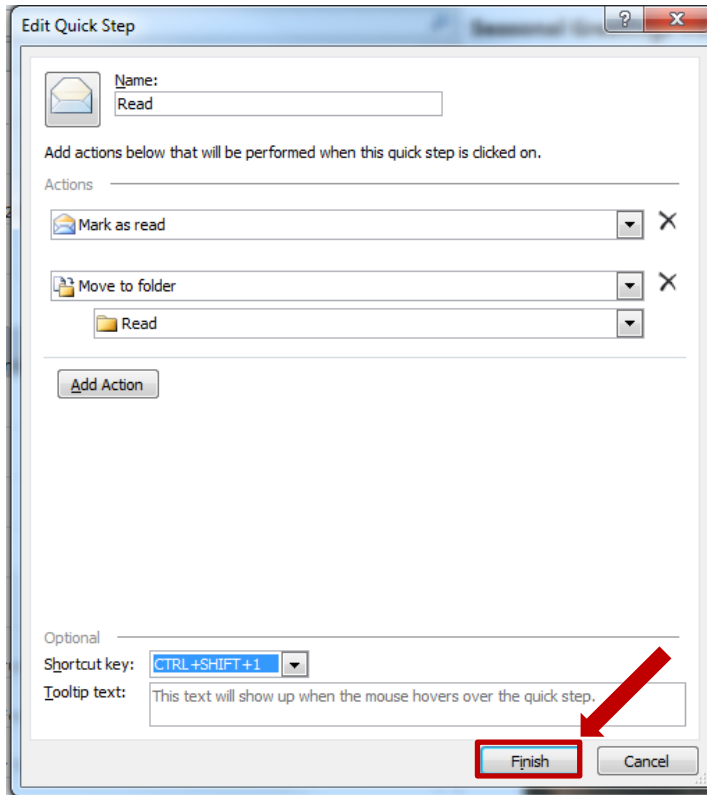
Step 6: Select the *Read* folder.



Step 7: Now go to the bottom of the menu to *Choose a shortcut*. Any of the shortcuts will do. I recommend *CTRL+SHIFT+1*.



Step 8: Press *Finish*.



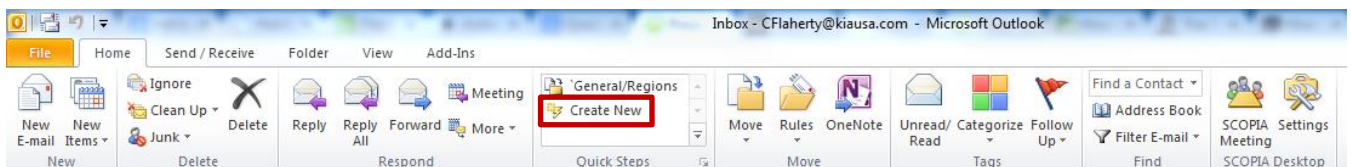
REDUCE

REDUCE is the same steps as [READ](#) except: in **Step 1**, name the Quick Step “Reduce”; in **Step 5**, choose the *Reduce* folder; in **Step 7**, choose *CTRL+SHIFT+3* as the shortcut.

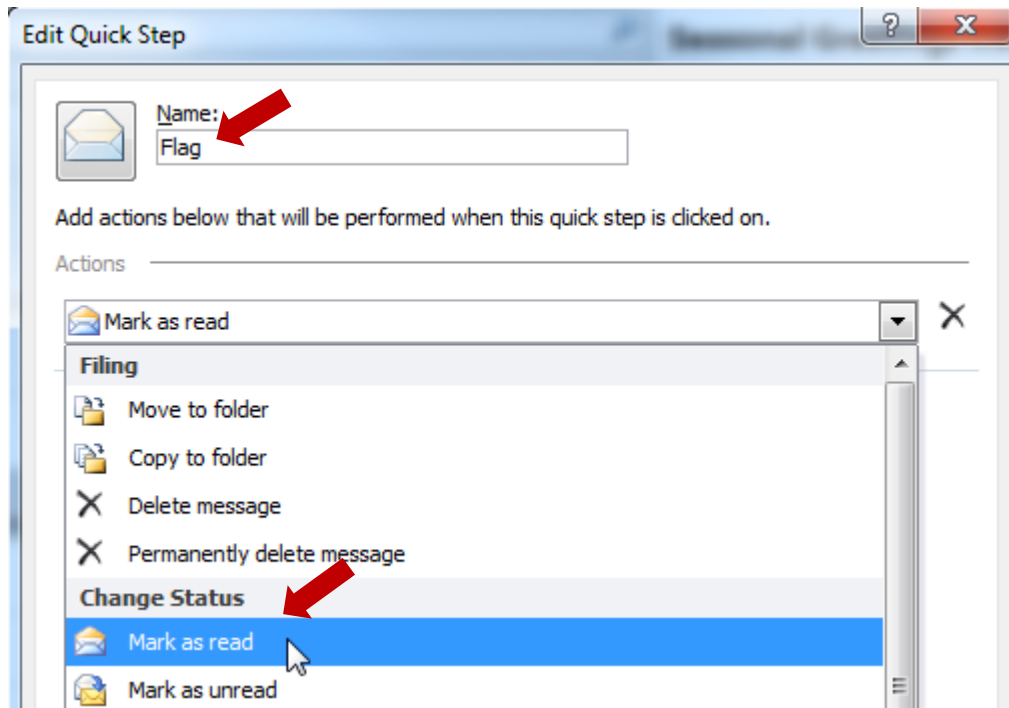
FLAG

Very similar to [READ](#) and [REDUCE](#) except that you will be adding another action.

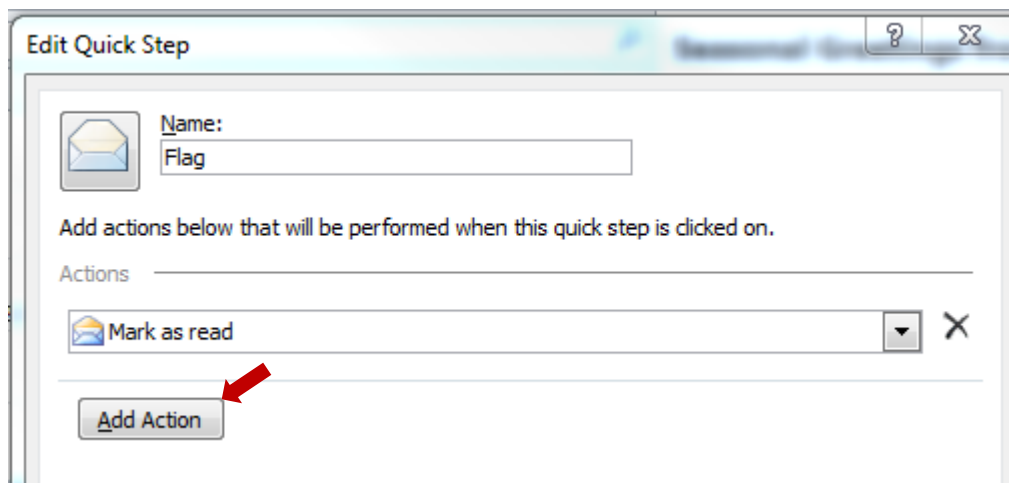
Step 1: Click on *Create New* in the *Quick Steps* menu on the *Home* ribbon.



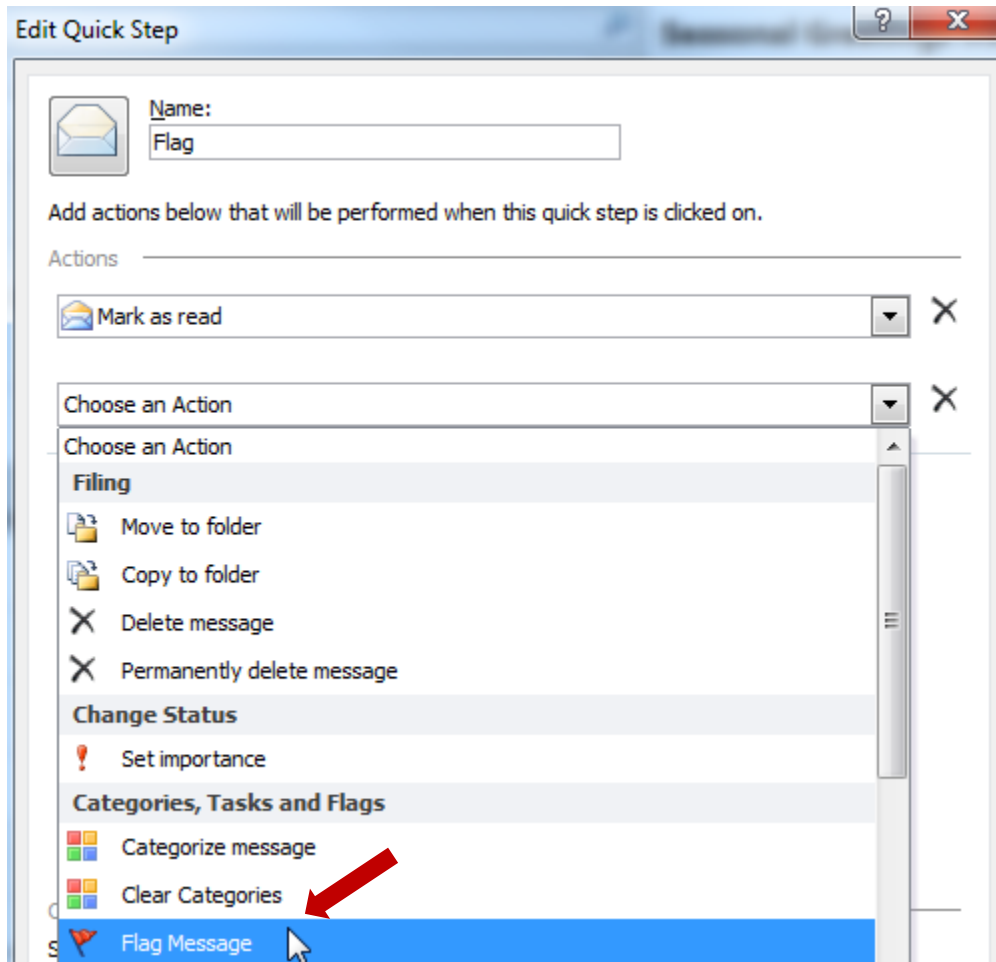
Steps 2-3: Name the Quick Step “Flag” and select *Mark as Read* from the *Choose an Action* dropdown menu.



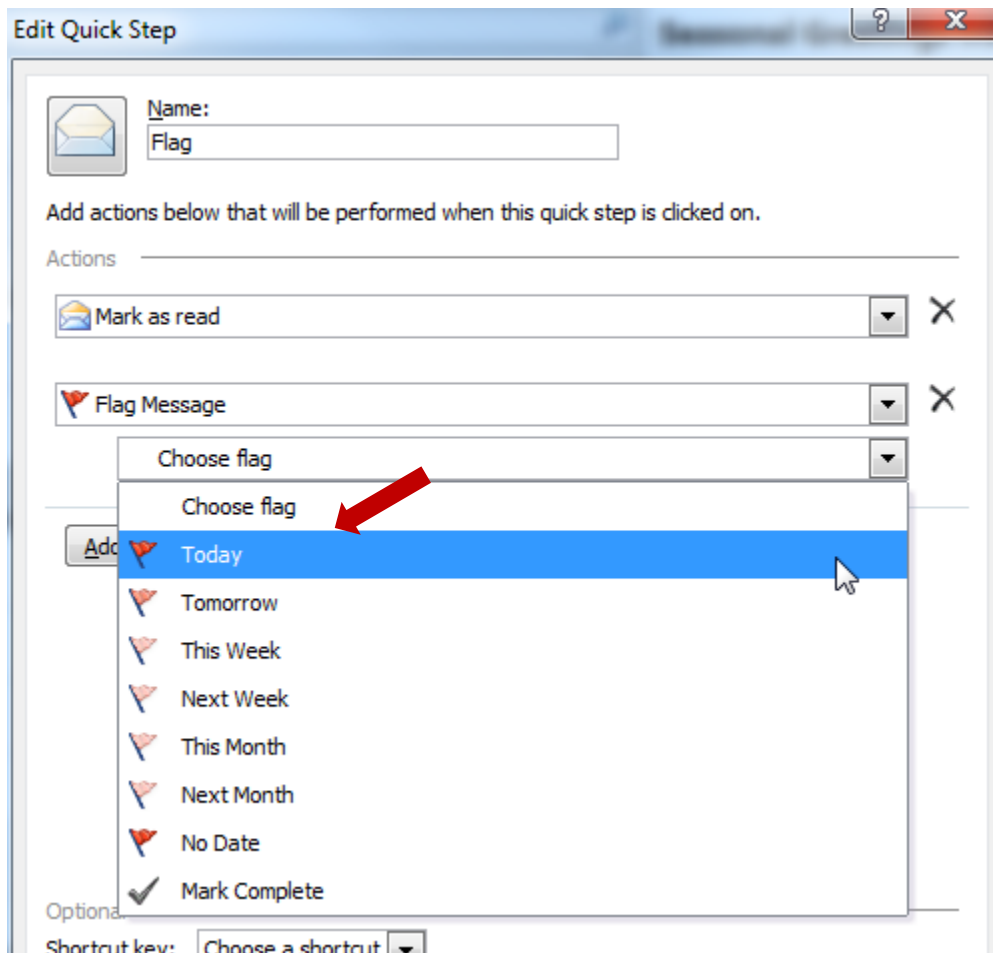
Step 4: Click on *Add Action*



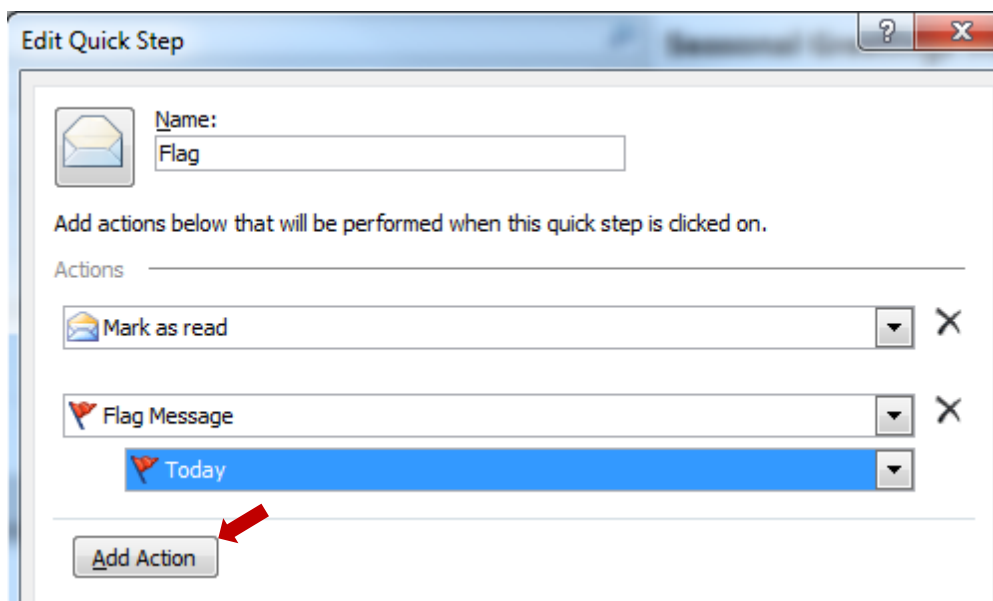
Step 5: Select *Flag a Message* from the *Choose an Action* dropdown menu.



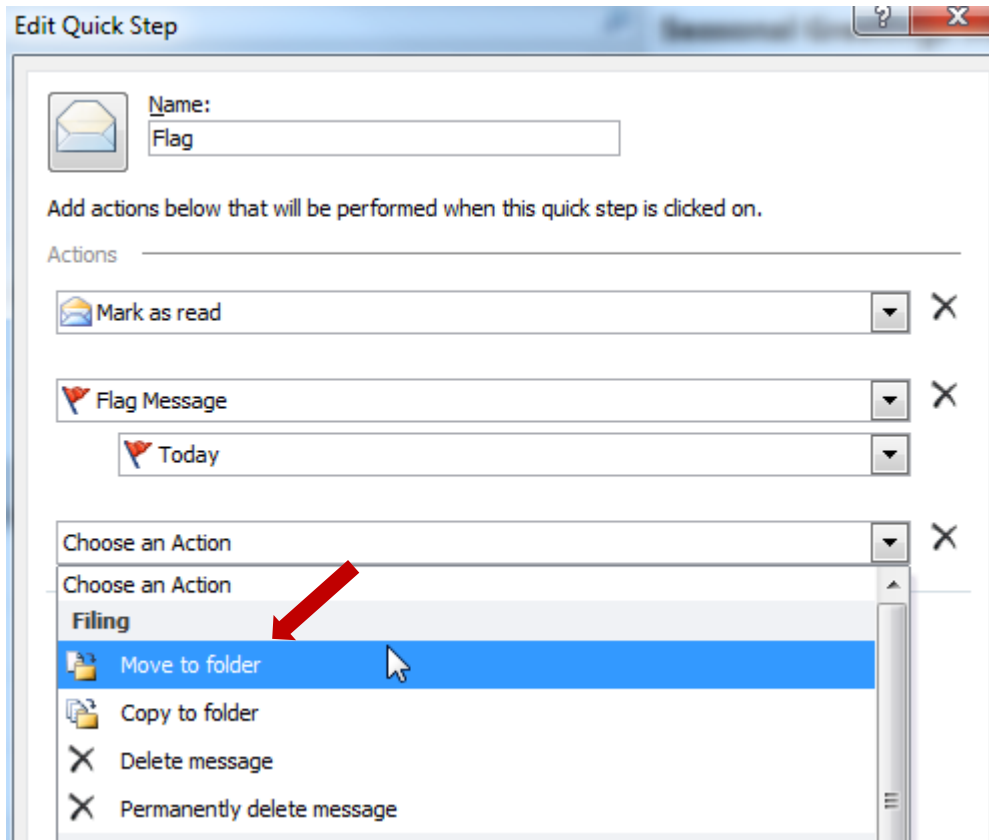
Step 6: You will be given the opportunity to *Choose flag*. With these options, you can setup multiple flag Quick Steps for varying (here is a [resource on using flags](#)). I, however, would recommend against getting too complicated at the outset. For your first FLAG Quick Step, choose *Today*.



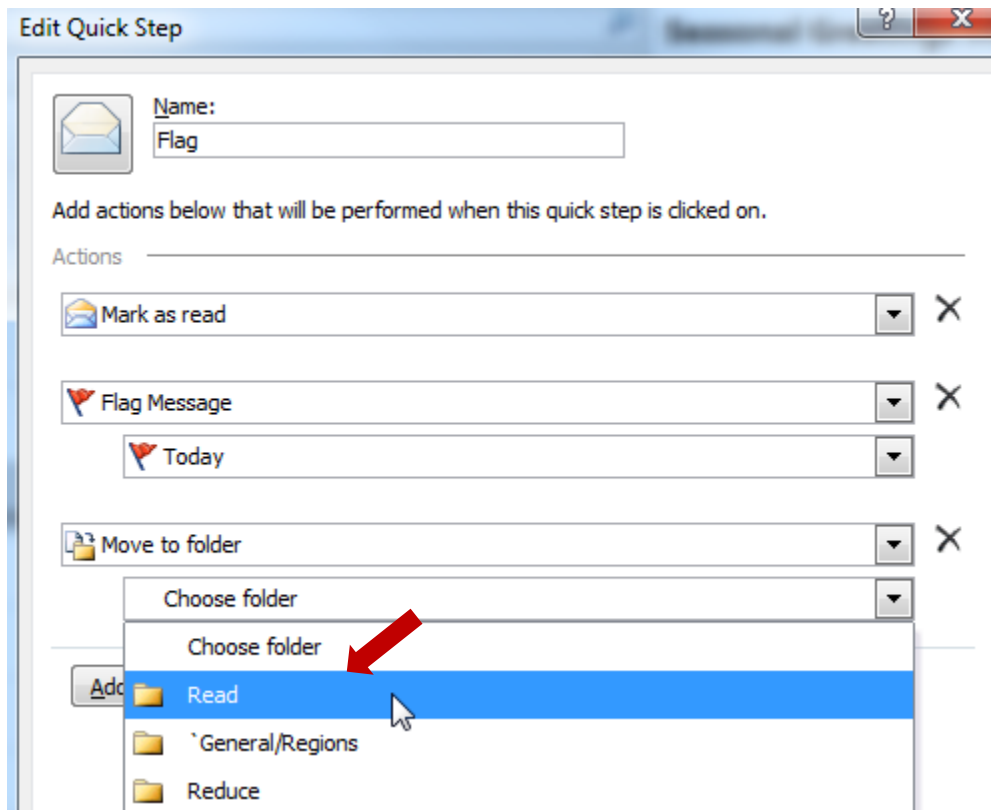
Step 7: Click on *Add Action*



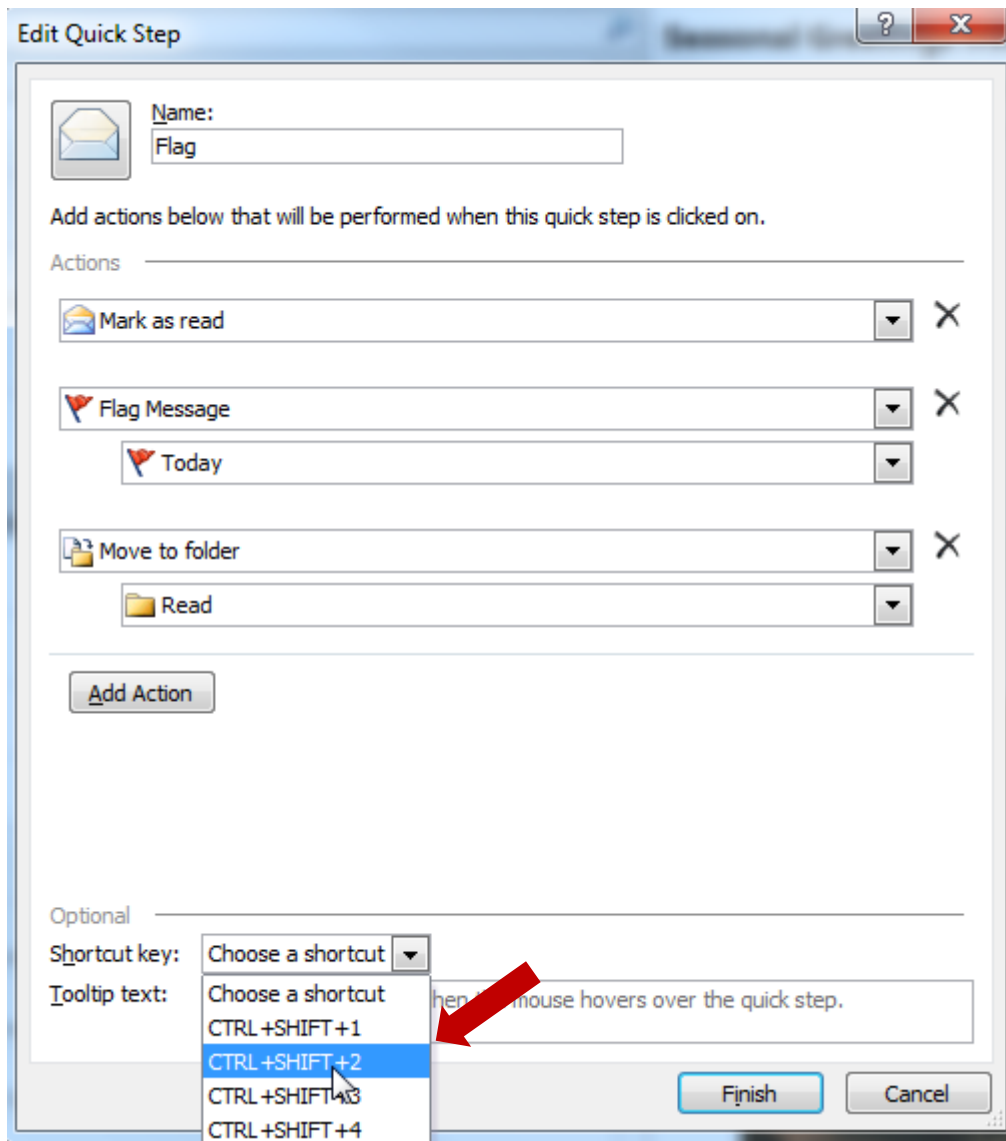
Step 8: Select *Move to Folder* from the *Choose an Action* dropdown menu.



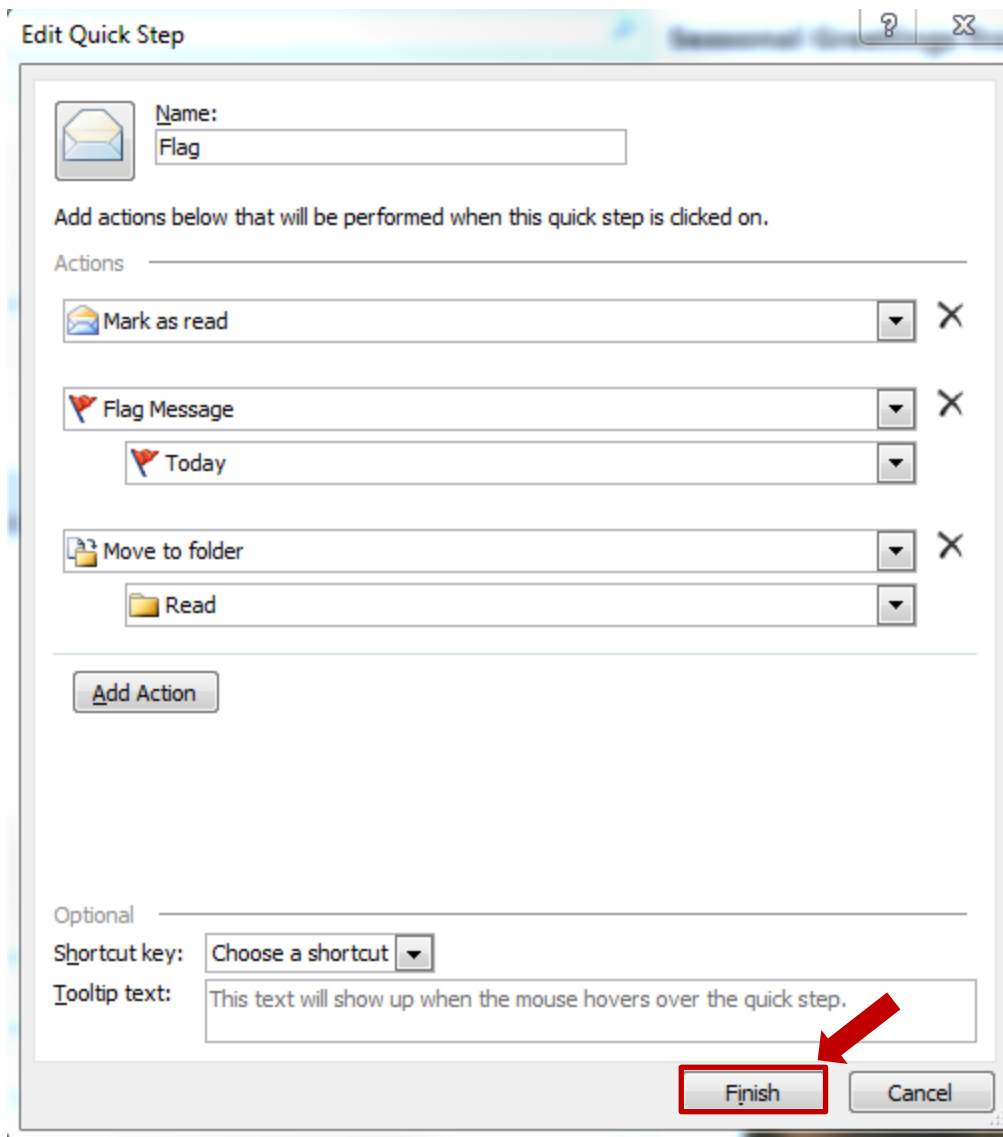
Step 9: Select the *Read* folder.



Step 10: Now go to the bottom of the menu to *Choose a shortcut*. Any of the shortcuts will do. I recommend *CTRL+SHIFT+2*.



Step 11: Press *Finish*.



COMPLETE

COMPLETE is the same steps as [FLAG](#) except: in **Step 1**, name the Quick Step “Complete”; in **Step 6**, choose *Mark complete* as the flag; in **Step 10**, choose *CTRL+SHIFT+4* as the shortcut.