

USING AI

How do I clean up years of email – across every account?

TAME YOUR INBOX WITH AI

1 THE PAIN

Your inbox isn't one problem – it's thousands of tiny postponed decisions, multiplied across every account you own. Cleanup never happens because it feels like a 50-hour job. It isn't, once AI designs the system and you just click the buttons.

2 WHAT THIS SOLVES

- ✓ Turns a "someday" 50-hour cleanup into one guided afternoon per account.
- ✓ Builds filter rules so inboxes stay clean automatically – not just once.
- ✓ Gives you one repeatable playbook for every account you own.

WHAT YOU NEED

Tools: your email's own search & filters + any AI assistant as strategist

Account: free AI works; in-inbox AI (like Gemini in Gmail) is a paid extra

Extras: one quiet hour for your first account

LEVEL · BUILDER about 1 hour per account

3 DO IT YOURSELF – FIVE STEPS

1 Describe, don't delete

Tell AI what lives in the inbox – senders, newsletters, receipts, clients, junk. Describe it; don't paste private email content.

2 Paste this prompt

"You are my email-cleanup strategist. I have [number] accounts used for [purposes]. Goals: a clean inbox, important mail findable, and the flood stopped. Interview me one question at a time, then design: (1) a simple folder/label system, (2) search strings to bulk-archive old mail in safe batches, (3) filter rules so it stays clean, and (4) a one-account-per-day plan. Nothing gets permanently deleted without my review."

3 Run the bulk passes

Use the search strings it gives you (like "older than 1 year, from newsletters") and archive in batches. You click every button – AI never touches your mail.

4 Install the filters

Copy AI's rules into your email settings so new mail sorts itself from now on.

5 Repeat per account

Same conversation, next account. Each one gets faster because the system already exists.

★ IMPORTANT TO REMEMBER

- AI is the **strategist**; you stay the one clicking delete.
- **Describe** your inbox – never paste private email content.
- **Archive first, delete later.** Archives are reversible.
- One account per day beats one weekend of pain.
- The **system** matters more than the cleanup.

! WATCH OUT

- ✗ Third-party "AI cleanup" apps want full inbox access – research them hard before connecting anything.
- ✗ Never bulk-delete permanently without a review pass.
- ✗ Receipts, tax, and legal mail: archive, never delete.

✓ YOU'VE GOT IT WHEN...

Every account has a label system, filters running on their own – and an inbox where you can see the bottom.

LABELS

BULK PASS

FILTERS

ROUTINE

TRY IT NOW

Ask your AI strategist for –

"A label system for a business + personal inbox"

ASK

"Search strings to find every old newsletter"

ASK

"A filter that routes receipts out of my inbox"

ASK

"A polite unsubscribe-and-purge plan"

ASK

"Which of my accounts to consolidate or retire"

ASK

"A 15-minute weekly inbox maintenance routine"

ASK