

## @ Waiting For Rule

Outlined below is the Outlook shortcut I recommend creating to help you quickly track your outstanding items. I use this shortcut for any email I send where I am asking a person for something and WAITING FOR them to follow up with me.

In Outlook

1. Right click on your INBOX folder.
2. Scroll through the list and select NEW FOLDER.
3. Name your folder - I recommend @WAITING FOR. The @sign in front of any folder name moves that folder to the top of your inbox list.
4. Click on TOOLS.
5. Select RULES and ALERTS.
6. Select EMAIL RULES - NEW RULE.
7. The button START CREATING A RULE FROM A TEMPLATE IS SELECTED. Leave it selected.
8. The first step is named - STAY ORGANIZED. Highlight - MOVE MESSAGES FROM SOMEONE TO A FOLDER.
9. Skip STAY UP TO DATE unless you want to incorporate this into your rule.
10. The second step is named EDIT RULE.
11. Click on FROM PEOPLE OR DISTRIBUTION LIST. Your distribution lists and contacts will appear. Go to the BOTTOM of the screen and type in YOUR EMAIL ADDRESS in the FROM block.
12. Click OK.
13. You will return to the EDIT RULE page.
14. Click on MOVE TO A SPECIFIED FOLDER. Your Inbox folders will appear.
15. Click on the @WAITING FOR folder.
16. Click OK.
17. Click finish.

Now, every time you send out a request or send an email where you are waiting for a response, cc: yourself. The sent email will automatically be saved in your @WAITING FOR folder.