

Clear email clutter without losing important mail

Create a reviewed triage list and archive a small batch you have checked.

Try the sample

Check the output

Use your own example

Your numbered learning route

- 1 Start with the sample: You can identify one detail that the model must not invent.
- 2 Open your AI chat: The prompt contains the input, the output format and the boundaries.
- 3 Compare the first draft: The result is grounded in the sample rather than merely sounding confident.

Continue: audit, adapt and save

- 1 4. Audit with the second prompt: A second AI answer is a checklist aid, not independent proof.
- 2 5. Adapt one real example: Your actual constraints replace the fictional ones; unresolved facts remain questions.
- 3 6. Save one useful artifact: You can repeat the task without this lesson and know when to verify a source.

Read the practice input

Fictional inbox headers only:

E 01: Bank receipt, yesterday, important, keep for records.

E 02: Course newsletter, eight months old, unread, promotional.

E 03: School schedule update, today, starred, action needed.

E 04: Shop sale, seven months old, promotional.

E 05: Team asks for a reply by Friday, today.

E 06: Unknown sender says verify your password, today.

Classify inbox headers into a review queue

Classify these fictional headers as Keep, Reply/action, Review for archive, or Inspect suspiciously. Return ID, reason and next manual step. Do not delete, open links, unsubscribe or access my inbox. Protect records and time-sensitive messages.

Use the practice input shown earlier. Open the companion link below to copy the complete prompt.

[Open copyable prompt](#)

Check an inbox-cleanup proposal

Audit the proposal against these headers. Flag any financial record, school notice or reply request wrongly treated as clutter. Explain what a person should inspect before archiving. Do not perform account actions.

Use the practice input shown earlier. Open the companion link below to copy the complete prompt. Paste the answer you received into the draft placeholder.

[Open copyable prompt](#)

What a useful result looks like

E 01: keep; financial record.

E 02/E 04: review for archive; old promotions.

E 03/E 05: action queue; schedule/reply needed.

E 06: inspect through the legitimate service; do not follow the message link.

Nothing has been archived, deleted or unsubscribed automatically.

Check before using the result

- 1 Every sample message has an ID, reason and proposed action.
- 2 Important, starred and record-keeping mail remains for review.
- 3 A search result is a candidate set; inspect the whole conversation before acting.

Make one real example

- 1 Replace the sample with permitted, redacted input.
- 2 Add your actual constraints and mark missing details.
- 3 Save the input, reviewed output and one correction.

More things you can try

- 1 Newsletter backlog: label by topic, then archive checked old issues.
- 2 Work inbox: list replies due and missing deadlines.
- 3 Personal inbox: separate receipts, appointments and low-value promotions.

Keep your win, then go further

- 1 Explain one correction to a neighbour.
- 2 Use the browser companion for the full sample and numbered steps.
- 3 Continue to module 01 for checking AI claims, then module 02 for a bounded assistant.