Personal inbox workflow

A practical kit for capture rules, sorting prompts, weekly processing.

This is a mock PDF describing a proposed product. It does not contain the promised guide, activities or templates. The product is not on sale.

What it is

Personal inbox workflow is a focused, self-guided planning kit for adults building practical routines. It organizes capture rules, sorting prompts, weekly processing into a practical workflow, with editable worksheets and a completed fictional example. Start with your own situation, make the decisions on the worksheets, and finish with a plan you can revisit. The completed example illustrates the method; it is not a customer result.

Who it is for

Adults building practical routines

What you will make

Create a working set of capture rules, sorting prompts and weekly processing, tailored to your own project.

Proposed one-time price

USD 22.00 / EUR 19.00 / GBP 17.00 / CAD 29.00

AUD 32.00 / CHF 19.00 / AED 79.00

Fixed prices by currency, not live exchange conversions. Final prices and tax treatment will be confirmed before sales open.

Inside the planned edition

01 Capture rules: a purpose-built worksheet with field explanations and prompts.

02 Sorting prompts: a purpose-built worksheet with field explanations and prompts.

03 Weekly processing: a purpose-built worksheet with field explanations and prompts.

04 A start-here guide explaining the sequence, preparation and completion criteria.

05 A completed fictional example showing how the capture rules connect to the sorting prompts.

06 A final review checklist, reusable blank copies and a short troubleshooting section.

How to use it

Read the start-here guide, gather your project notes, complete the capture rules, then work through the sorting prompts and weekly processing. Compare with the fictional example and finish with the review checklist. Reuse the blank worksheets for the next project.

Planned formats and language

Planned: accessible PDF guide, editable DOCX worksheets and a printable A4/US Letter workbook. English-led instructions. Persian text is included where specified; the interface language does not change the purchased edition.

License

One household, for personal use. Print copies for your household and share completed personal projects privately. Do not resell or redistribute the blank source files.

Not included

No live service, consulting, external subscriptions, physical materials or completed work on your behalf. Specialist legal, medical and financial advice is not included.

Delivery, receipts and support

When the final edition is released: verified payment unlocks the purchased files in My purchases and creates an itemised billing document. Access uses private, expiring download links. Five downloads per file; contact support for access problems. Server access records support delivery enquiries.

Customer reviews

No customer testimonials yet. Reviews will come from verified purchasers who consent to publication. No illustrative quote is presented as a customer experience.