Organizing info in outlook

Mon, 12/12/2011 - 12:50 — jtescher

Hi everyone! I have a question that is less about how the organizer works, and more about how people are using it and organizing their information.

What 'level' projects are people using? In the example videos, Chris seperates projects by client. I know this isn't the only way to organize things, but I'm having a tough time figuring out what will work best for me. I tend to create a new project each time I have a new project assigned to me - no matter if it's a short term (get it done within a couple of weeks) or a long term project. I have organizing fits, though, when I can't figure out how to assign emails to a specific topic. Thus my "administrative and HR" folder is huge and not very usefully organized. It feels like the junk drawer in my kitchen.

What are the criteria that people use for creating projects and what are the advantages of doing it that way?

If someone can share how they deal with the issues or point me in the direction of other forum topics where this has already been discussed, I'd really appreciate it!

Jason
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