HANDLE IT ONCE!

Delete It	Delete the email →	Delete Items
Do It	Delete the email ↗ Save a copy by Moving to Folder →	Move to folder
Defer It	Add Reminder and Move to Folder ↗ Convert to Task by Moving to Tasks → OR use a Quick Step to convert to Task	Task
Delegate It	Convert to Task and then Assign → Remember forwarding an email is "Hoping"	Assign Task
Date It	Convert by moving to Calendar OR → use a Quick Step to convert to Appointment	Appointment

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