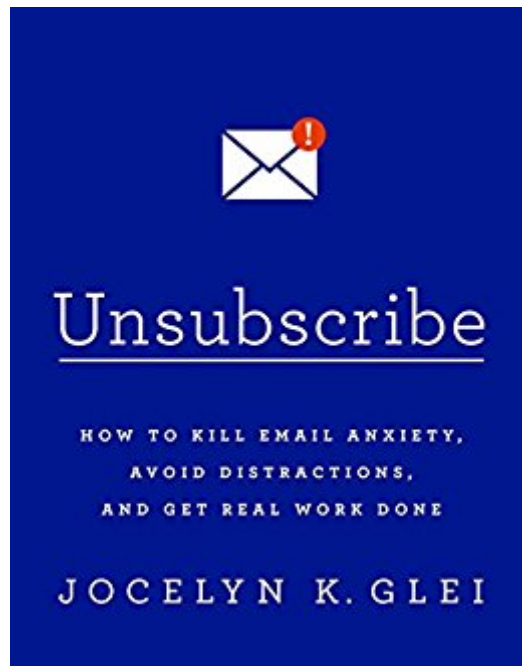


The book was found

Unsubscribe: How To Kill Email Anxiety, Avoid Distractions And Get REAL Work Done



Synopsis

The average person checks email 77 times a day, sends and receives more than 122 email messages a day and spends nearly a third of their workweek managing a constant influx of email. Even when we're away from work, checking email is the most popular activity we engage in on our mobile devices. Email is a powerful and essential tool - but it has become a near-constant source of frustration, anxiety and distraction from our work. In this insightful and intensely practical book, Jocelyn K. Gleib explains why email is so overwhelming and addicting, and lays out strategies for limiting the energy you spend on it. These include setting meaningful work goals, clarifying to yourself which people and messages truly matter and creating a daily routine that aligns with your natural creative rhythms. Through her actionable, thoughtful advice, Gleib will help you to:- Stop letting email dictate your mood, your focus and your to-do list- Process your inbox efficiently- Compose messages that get people to take action- Establish boundaries that allow you to engage in more meaningful work.

Book Information

File Size: 941 KB

Print Length: 240 pages

Publisher: Piatkus (October 4, 2016)

Publication Date: October 4, 2016

Language: English

ASIN: B01FE6V5KI

Text-to-Speech: Enabled

X-Ray: Not Enabled

Word Wise: Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #714,693 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #113

inÂ Books > Computers & Technology > Software > E-mail #771 inÂ Kindle Store > Kindle eBooks > Business & Money > Business Life > Time Management #953 inÂ Books > Business & Money > Skills > Time Management

[Download to continue reading...](#)

Unsubscribe: How to Kill Email Anxiety, Avoid Distractions and Get REAL Work Done Performance Anxiety Cure: How To Overcome Performance Anxiety And Stage Fright In All Aspects Of Life

Forever (anxiety recovery, panic attacks, anxiety management, anxiety attacks) Anxiety: Anxiety Cure Secrets: 10 Proven Ways To Reduce Anxiety & Stress Rapidly (BONUS- 30minute Anxiety Coaching Session- Anxiety Cure, Become Free, 10 simple ways) Separation Anxiety: A Parent's Guide for Dealing with a Child's Separation Anxiety ~ (Separation Anxiety Disorder | Separation Anxiety in Children or Toddlers) Email Marketing Mastery: The Step-By-Step System for Building an Email List of Raving Fans Who Buy From You and Share Your Message Anxiety Disorders: The REAL Truth, Causes and Cures. Panic Disorder, Obsessive Compulsive Disorder (OCD), Generalized Anxiety Disorder (GAD), Post-Traumatic Stress Disorder (PTSD), Social Anxiety Control Your Day: A New Approach to Email Management Using Microsoft Outlook and Getting Things Done Summary - Getting Things Done: David Allen's Book-- A Full Summary!(Version 2015) -- The Art of Stress Free Productivity! (Getting Things Done: A Full ... Book, Planner, Paperback, Audio, Summary) Social Anxiety: Ultimate Guide to Overcoming Fear, Shyness, and Social Phobia to Achieve Success in All Social Situations (BONUS, Anxiety Relief, Social Anxiety Treatment) Anxiety: 15 Ways To Boost Your Confidence When Feeling Anxious: How To Build Your Confidence To Escape Anxiety (BONUS- 1hour Life Coaching Session. Overcome Anxiety Today) Cancel Kindle Unlimited: How To Cancel Kindle Unlimited Subscription in Two Minutes! (With Screenshots): Cancel Kindle Unlimited Subscription, Unsubscribe from Kindle Unlimited, Cancel Kindle Real Estate: Learn to Succeed the First Time: Real Estate Basics, Home Buying, Real Estate Investment & House Flipping (Real Estate income, investing, Rental Property) The Work-Smart Academic Planner: Write It Down, Get It Done Trypophobia: Real, Terrifying and you defenetely have it: phobia,fear,anxiety,stress,overcome,trypophobia (Stress, Anxiety,Depression, High Pressure, Unhappy, Stressed) Doing Honest Work in College: How to Prepare Citations, Avoid Plagiarism, and Achieve Real Academic Success, Second Edition (Chicago Guides to Academic Life) Work Smarter, Rule Your Email Attract Men: Creating Emotional Attraction: Why Men Become Distant, How To Avoid The Mistakes That Kill Attraction, Intensify Your Connection & Trigger ... and Dating Advice for Women Book 2) Follow up Email messages that win!: How to get your sales emails opened! NEVER BE BANKRUPT - AVOID FILING BANKRUPTCY & START OVER WITH A NEW NAME, IDENTITY & CREDIT - LEGAL, FAST & EASY IN 50 STATES (Disappear, Privacy, New Name) (HOW TO BOOK & GUIDE TO AVOID DISASTER 4) A Cup Of Coffee With 10 Of The Top Cosmetic Dentists In The United States: Valuable insights you should know before you have cosmetic dental work done