



Unsubscribe: How to Kill Email Anxiety, Avoid Distractions, and Get Real Work Done

Jocelyn K. Glei

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A modern, no-nonsense guide to getting rid of email anxiety, reclaiming your productivity, and spending more time on the work that matters.

Let's face it: Email is killing our productivity. The average person checks their email 11 times per hour, processes 122 messages a day, and spends 28 percent of their total workweek managing their inbox. What was once a powerful and essential tool for doing our daily work has become a near-constant source of frustration, anxiety, and distraction from our work.

In *Unsubscribe*, Jocelyn K. Glej will show you how to tame your inbox, reclaim your productivity, and rediscover your creativity with tips on how to:

- Break free from email addiction by understanding the psychology of reciprocity, completion bias, and the asker's advantage.
- Learn how to email smarter, faster, and less by prioritizing based on what really matters—your goals, your agenda, your people.
- Master the art of crafting emails that get people to pay attention, take action, and like you as a human!
- Jumpstart your email messages with word-for-word scripts for everything from getting clients to pay you to negotiating fees to delivering criticism.
- Develop daily routines and boundaries that minimize your time on email and free up your energy for more meaningful work.

With illustrations, activities, and checklists, *Unsubscribe* makes learning how to become a zen master of email simple and—dare we say—fun. Are you ready to unsubscribe from inbox overwhelm?

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Carolyn Robles:

Have you spare time for the day? What do you do when you have more or little spare time? Sure, you can choose the suitable activity with regard to spend your time. Any person spent their own spare time to take a walk, shopping, or went to the particular Mall. How about open or even read a book eligible Unsubscribe: How to Kill Email Anxiety, Avoid Distractions, and Get Real Work Done? Maybe it is to get best activity for you. You recognize beside you can spend your time with the favorite's book, you can better than before. Do you agree with their opinion or you have other opinion?

Raymond Bryan:

People live in this new moment of lifestyle always aim to and must have the spare time or they will get wide range of stress from both way of life and work. So , when we ask do people have time, we will say absolutely sure. People is human not just a robot. Then we inquire again, what kind of activity do you possess when the spare time coming to a person of course your answer can unlimited right. Then do you try this one, reading textbooks. It can be your alternative in spending your spare time, the actual book you have read is actually Unsubscribe: How to Kill Email Anxiety, Avoid Distractions, and Get Real Work Done.

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