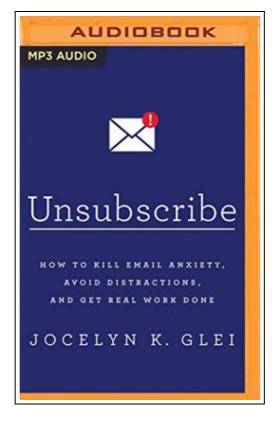
## Unsubscribe: How to Kill Email Anxiety, Avoid Distractions, and Get Real Work Done



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BRILLIANCE AUDIO, 2016. CD-Audio. Condition: New. Unabridged. Language: English . Brand New. The average person checks email 77 times a day, sends and receives more than 122 email messages a day, and spends 28 percent or more 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, outranking even browsing the web or social networks. Email is an incredibly powerful and essential tool for doing our daily work, but it has become a near-constant source of frustration, anxiety, and distraction from our work. We have reached a tipping point where email overload is no longer a unique problem--it is everyone s problem. So how can we solve it? With Unsubscribe, Jocelyn K. Glei, founding editor of Behance s 99U and author of Manage Your Day-to-Day shows readers how to repair their relationship with email, transforming it from a constant source of distraction into a productive tool again. She explains how and why email is so overwhelming and addicting, and lays out strategies for limiting the energy you spend on email by setting meaningful work goals, clarifying which people and messages truly matter, and creating a daily work routine that aligns with your natural creative rhythms. Through her actionable, thoughtful advice, Glei will help you to: - Stop letting email dictate your mood, your focus, and your to-do list-Process your inbox efficiently based on what and who really matters to you- Dispatch excess email without guilt- Compose messages that get people to take action- Deliver criticism in an effective, considerate way- Establish boundaries that allow you to engage in more meaningful work.With activities and style checklists, Unsubscribe makes the task of learning how to manage email easy, approachable, and fun....

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