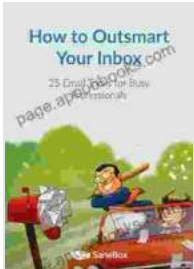


# How to Outsmart Your Inbox and Take Control of Your Email



## How to Outsmart Your Inbox: 25 Email Tricks for Busy Professionals by Myka Hunt

★★★★☆ 4 out of 5

Language : English  
File size : 779 KB  
Text-to-Speech : Enabled  
Screen Reader : Supported  
Enhanced typesetting : Enabled  
Print length : 17 pages  
Lending : Enabled



Email is a powerful tool, but it can also be a major source of stress and distraction. If you're constantly feeling overwhelmed by your inbox, it's time to take back control. This guide will show you how to outsmart your inbox and take control of your email, so you can focus on what's important.

### 1. Set boundaries

The first step to outsmarting your inbox is to set boundaries. This means deciding how much time you're willing to spend on email each day, and sticking to it. It also means setting limits on when you're available to check email. For example, you might decide that you'll only check email twice a day, or that you'll only check it during business hours.

### 2. Unsubscribe from unnecessary emails

One of the best ways to reduce the number of emails you receive is to unsubscribe from unnecessary ones. Take some time to go through your inbox and unsubscribe from any emails you don't read or find valuable. You can also use a service like Unroll.me to unsubscribe from multiple emails at once.

### **3. Use filters and labels**

Filters and labels can help you organize your inbox and make it easier to find the emails you're looking for. Filters can be used to automatically sort emails into different folders, based on criteria such as sender, subject, or keyword. Labels can be used to manually categorize emails, so you can easily find them later.

### **4. Use a task manager**

A task manager can help you keep track of your to-dos and deadlines. By adding emails to your task manager, you can free up your inbox and focus on completing your most important tasks.

### **5. Take breaks**

It's important to take breaks from email throughout the day. This will help you avoid burnout and stay focused on your work. Get up and move around, or take a few minutes to clear your head. You'll be more productive when you come back to your inbox.

### **6. Delegate**

If you're struggling to manage your inbox, consider delegating some of your email tasks to someone else. This could include tasks such as responding to customer inquiries or managing your social media accounts.

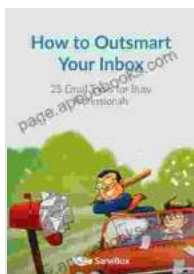
## 7. Use automation

There are a number of tools available that can help you automate your email tasks. For example, you can use a tool like Boomerang to schedule emails to be sent later, or you can use a tool like Zapier to create automated workflows that connect your email account to other apps.

## 8. Be mindful

One of the most important things you can do to outsmart your inbox is to be mindful of your email habits. Pay attention to how you use email, and identify any areas where you can improve. For example, you might notice that you spend too much time checking email, or that you tend to get distracted by unimportant emails.

Email is a powerful tool, but it can also be a major source of stress and distraction. By following the tips in this guide, you can outsmart your inbox and take control of your email, so you can focus on what's important.



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