The 4-Step Email Productivity Checklist

4 simple email-related tasks that will dramatically boost your personal productivity in less than 10 minutes.

- [ ] **UNSUBSCRIBE: Scan your inbox and unsubscribe from newsletters you never read.**
- [ ] **SCHEDULE: Set a time to check your email 3 times per day. (11am, 2pm, and 4pm)**
- [ ] **TURN OFF ALERTS: Turn off desktop and mobile email alerts.**
- [ ] **FOLDERS: Create rules to organize your most important contacts into folders or labels.**

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