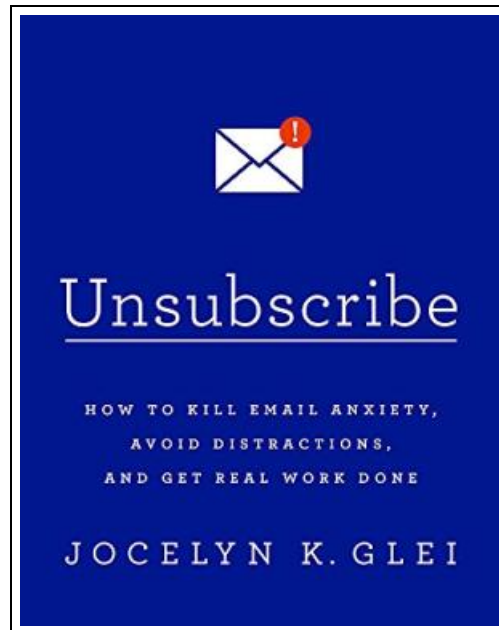


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Little, Brown Book Group, United Kingdom, 2016. Paperback. Condition: New. Language: English . Brand New Book. The average person checks email 77 times a day, sends and receives more than 122 email messages a day and spends nearly a third of their 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.



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