

# 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.

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**SCHEDULE:** Set a time to check your email 3 times per day. (11am, 2pm, and 4pm)

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**TURN OFF ALERTS:** Turn off desktop and mobile email alerts.

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**FOLDERS:** Create rules to organize your most important contacts into folders or labels.

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