

# 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.