

You've Got (Too Much) Mail! 38 Do's and Don'ts to Tame Your Inbox

Chris A. Baird

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Is your inbox a <u>mess</u>? Are you being flooded by e-mails on a <u>daily</u> <u>basis</u>? Have you given up *hope* of ever getting control again? Do you feel stagnant, stuck in a rut, and <u>ready for a change?</u>

Do you want the peace of mind that comes when you finally get control over your inbox?

If you keep doing what you've always done, you'll never restore order! Is this positive for you?

<u>You've Got (Too Much) Mail!</u> teaches you every step, including *all the tips and tricks* you've been too scared to try. This is a **book of action** and doesn't just tell you to try harder. Life rewards those who take matters into their own hands, and this book is where to start.

<u>You've Got (Too Much) Mail!</u> is full of real-life examples, proven techniques of that have worked for thousands of people just like you. These methods are backed up countless research studies, all of which will arm you with a mindset primed for success and powerful, concrete **email busting** techniques.

Easy-to-implement small changes and practical takeaways for immediate action.

What happens if you ignore your e-mails?

- How does mess impact your work?
- Why should you care about the flooding of your inbox?
- What does your e-mail chaos do to your state of mind?
- The truth about why you have a problem with keeping control

How will you learn to get inbox control?

- How to get started?
- Find out what's holding you back
- Learn how to make small changes work for you
- Set daily quotas for work

What happens when you don't let life pass you by?

- Never wonder "what if" you could be free of your overflowing inbox.
- Wake up every day knowing you have control of your e-mail and not the opposite!
- Inspire yourself and others to see your empty inbox.
- Give people the respect of getting a response to their e-mails in a timely fashion

Find out how to let go of your fears and take flight towards peace and organization, period.

Create the life you always wanted!

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Dominic Maddock:

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Joan Green:

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