

4 Ways to Disconnect from Your Email Addiction for Less Stress and More Free Time



How many times do you log into your email account every day? According to Forbes magazine, the average person checks their email 15 or more times per day. CNBC says this frequent email monitoring can include 352 minutes each day. (That worked out to 209 minutes checking work email and 143 minutes on personal email.)

The respondents to the CNBC poll were spending an incredible 5 hours and 52 minutes each day on email.

You might not be anywhere near those numbers. You could probably stand to check in on your inbox less frequently than you do. Here are four proven methods for beating an email addiction or preventing one from developing.

1 - Unsubscribe

How many email lists are you subscribed to? Probably too many, if you're like most people. That happens to us all. You are offered a free report, e-book, or another gift if you sign up for an email newsletter. You get the freebie and then get bombarded with emails a few times a week.

When you have several of these subscriptions, you have to ask yourself, "Do I need this?" Do you really care about these emails? Do you even check them at all? Are they distracting you rather than being something you look forward to?

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If you need help unsubscribing from email newsletters, use a tool like SaneBox. They help you unsubscribe from lists you don't use and otherwise organize your email.

2 - Remove Push Notifications to Your Phone

This should be a no-brainer. You don't need to be notified whenever a new email lands in your inbox. That can be distracting to the point of being impossible to keep up with. If you allow notifications to your phone every time you get a new email, your thought can be, "I'd better check this one. It might be important."

The problem is that you adopt that mindset for every new notification. To curtail your email addiction, remove push notifications to your phone. Then do this ...

3 - Only Check Your Email Once in the Morning and Once in the Evening

Calm down. You can do this. It isn't as tough as you might think it is. You'll find you have so much more free time on your hands. You'll also stop stressing out about your lack of productivity because you'll be getting much more accomplished.

4 - Don't Leave Your Email Inbox Open in Another Tab

An open tab just begs to be clicked. Don't rationalize that it makes checking your email easier and that you won't do it that frequently. If you have your email inbox open in another tab, you'll check it ... and often. Close the tab, and you'll check your email less.

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Put these four productivity-boosting email practices to work immediately. They'll instantly give you more free time to do other things. This can make your work and personal lives more successful and fulfilling. You might just be able to find time to log off of the Internet and do something more constructive.



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