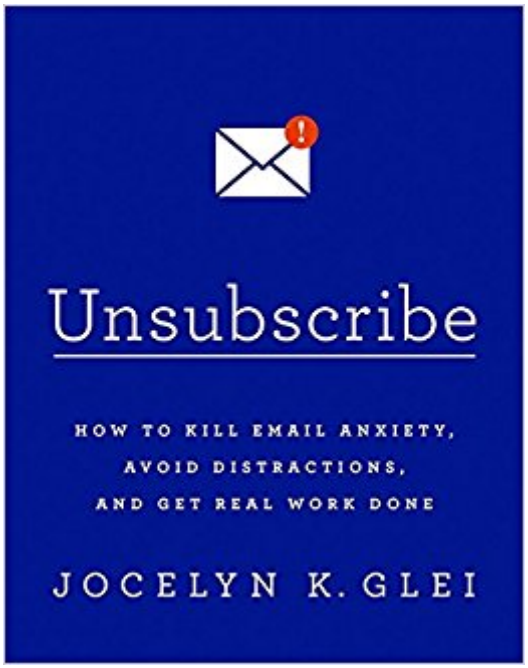
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Unsubscribe: How To Kill Email Anxiety, Avoid Distractions, And Get Real Work Done



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Synopsis

A modern, no-nonsense guide to getting rid of email anxiety, reclaiming your productivity, and spending more time on the work that matters.Let's face it: Email is killing our productivity. The average person checks their email 11 times per hour, processes 122 messages a day, and spends 28 percent of their total workweek managing their inbox. What was once a powerful and essential tool for doing our daily work has become a near-constant source of frustration, anxiety, and distraction from our work.Unsubscribe will show you how to tame your inbox and reclaim your focus, with tips on how to:Ã Â Ã Â Ã Â *Ã Â Ã Â Ã Â Break free from email addiction and the "inbox zero" obsessionÃ Â Ã Â Ã Â *Ã Â Ã Â Ã Â Build a daily email routine that reduces stress and anxietyÃ Â Ã Â Ã Â *Ã Â Ã Â Ã Â Process your inbox based on what (and who) really matters to you Ã Â Ã Â Ã Â *Ã Â Ã Â Ã Â Write messages that get people to pay attention and take actionÃ Â Ã Â Ã Â *Ã Â Ã Â Ã Â Set boundaries and say "no" to time-wasting distractionsÃ Â Ã Â Ã Â *Ã Â Ã Â Ã Â Plan your day around meaningful work -- not busyworkÃ¢â ¬Â¨Productivity isn't about just "keeping busy," it's about leaving a legacy. Are you ready to Unsubscribe?

Book Information

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Customer Reviews

Insights from Unsubscribe have been featured on NPR, Fast Company, BuzzFeed, Harvard Business Review, The Guardian and other outlets including: "Office productivity may be a dorky subject, but Glei is dusting off the cobwebs. If one of your resolutions is to finally get on top of your inbox, the ’email whisperer’ can help." --The Sunday Times "Email - it’s a good servant but a bad

master. Packed with insights, practical strategies, and engaging illustrations, Unsubscribe is an invaluable resource for making great use of email." --Gretchen Rubin // Bestselling author, Better Than Before "This is a vitally important book, an urgent call for reason that can transform the way you spend hours every day." --Seth Godin // Entrepreneur & Bestselling author "Unsubscribe is an unfailingly smart, funny and down-to-earth guide to mastering email so that it no longer masters us." --Oliver Burkeman // Guardian columnist & author "Before you declare email bankruptcy, read Unsubscribe!" --Simon Sinek // Bestselling author, Start With Why "Unsubscribe is full of good advice." --Shane Parrish // Founder, Farnam Street "I highly recommend Unsubscribe. Lots of simple, actionable tips for anyone who uses email (which is everyone reading this)." --Jeff Sheldon // Founder, Ugmonk"I started reading Jocelyn's new book over lunch and didn't want to put it down." --Tina Essmaker // Editor-in-Chief, The Great Discontent "Unsubscribe has completely changed the way I work." --Dan Mall // Founder, SuperFriendly

Jocelyn K. Glei is a writer who is obsessed with how we can find more creativity and meaning in our daily work. Her previous books include Manage Your Day-to-Day, Maximize Your Potential, and Make Your Mark, which offer pragmatic, actionable advice for creatives on managing their time, their careers, and their businesses. She was formerly the founding director of the 99U Conference and editor of 99u.com, which earned two Webby Awards for Best Cultural Blog. Her books and writing have been featured in outlets including NPR, New York Magazine, Fast Company, BuzzFeed, Quartz, SELF, The Guardian, Harvard Business Review, and Brain Pickings. You can find her online at jkglei.com.

If you want to rethink how you spend your time, in order to pursue work that matters, then read this book. Jocelyn helps us understand why we're so addicted to email, and then shares steps we can take to break out of it. She even provides templates to help us write more effective emails. Once you start this book, you won't be able to put it down. And, even better, you'll walk away with at least three things you can do right now to get out of your inbox and back to work that matters.

In these info overloaded days, a book should not be any longer than is necessary, and this book is also mercifully short saving us and the author time and hits the point immediately. Much of the techniques stated in the book, you may already know, but to be put into a concentrated form and delivered with urgency and concision, just might get you to take action to tame your inbox this time. Two of the biggest benefits to me personally, so far, have been to set up VIP inboxes and to give up

the unachievable goal of "Inbox Zero". I felt my life improve almost immediately afterwards and asked myself "Why didn't I do this sooner?" The parts about email etiquette didn't help me as much, but they are still excellent advice. This book is well worth the attention you give to it, and I think the writer has great respect for the busy modern reader. Recommended!

A quick read over a few evenings, Unsubscribe gives the sort of actionable advice that's a trademark of Glei's past 99u work. Much is common sense, smack-yourself-in-the-forehead-why-didn't-I-realize-this-before? advice, but here it's concisely organized and geared toward truly improving your communication.The pragmatic "Cheat Sheets" in the closing chapter give clear examples of the psychology, strategy, and style points she covers in the first three chapters and put you on an immediate path toward better email. This is the user manual that should have come with every email application.

This small-but-mighty manual is a must for anyone who's forced to deal with the Great Satan of email and wants to wring more efficiency (or at least an understanding of the weird psychological levers it yanks) out of the whole shameful endeavor.

This excellent little book can be read in an hour, and halfway through I was itching to get started on the practical little hacks it recommended. There a heap of prewritten templates provided to help you respond to requests or ask for help via email too. Thanks to this book, I feel like I'm getting my head above water with my emails finally! And it's also made me aware of how insidiously email overload is draining my productivity. Recommended for busy people who use a computer (I.e. Pretty much everyone these days)

I thoroughly enjoyed this read! I can tell I'll be revisiting it for years to come. The resources and techniques on communication are timeless and very adaptable to our current communication culture.

This book provided great tips for managing your emails. I especially like the appendix which provided examples of how to craft emails for different situations in very effective and concise ways.

I bought (10) copies for all of the legal assistance and attorneys in our office. It's too easy to be an email slave in a law firm. After reading this amazing book I want everyone to better understand how

to take control of their work, and personal, life when it comes to our technological driven times. It's going to increase.

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