



# Unsubscribe: How to Kill Email Anxiety, Avoid Distractions, and Get Real Work Done

By Jocelyn K. Glei



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**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:

- \* Break free from email addiction and the "inbox zero" obsession
- \* Build a daily email routine that reduces stress and anxiety
- \* Process your inbox based on what (and who) really matters to you
- \* Write messages that get people to pay attention and take action
- \* Set boundaries and say "no" to time-wasting distractions
- \* Plan your day around meaningful work -- not busywork?

Productivity isn't about just "keeping busy," it's about leaving a legacy. Are you ready to *Unsubscribe*?

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## Editorial Review

Review

**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***

## About the Author

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](http://jkglei.com).

## Users Review

**From reader reviews:**

**Serina Horne:**

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**Wanda Crane:**

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**Don Morris:**

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**Patricia Beall:**

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