



# 5 Minute Clarity

Volume 1, Issue 15

“Successful people are simply those with successful habits.” - Brian Tracy

## How to Kick Your Inbox Habit

This is a deadly habit unless managed effectively. What you don't realize is that this inbox habit left uncontrolled will steal your energy second by second. It's like death by a 1000 cuts versus one big cut.

76% of Samurai Innovation clients report to us that they have over 100 emails or more sitting in their inbox. **How many emails are in your inbox right now?**

What happens is that you constantly peek into your inbox and scan away. You begin scanning for fun subject lines that entice you to open your email. But as you scan, you also see the subject lines that often represent work and further tasks that require your attention. Within minutes you are looking at 100's of emails. Now you have a decision... **which one do you tackle first?**

What's worse is that a growing majority of people read email first on a mobile device. This makes it easy to do nothing with the email and put it back in your pocket or bag until later. Later generally comes when you view the email for a second or third time on a desktop or laptop where you ultimately need to take action on those emails.

### Newspaper Insanity

The way you manage your inbox is akin to picking up a newspaper, reading the headline and putting down the newspaper. 45 minutes later, you pick up the newspaper, read the headline and scan the article. Later that day, you grab the paper and now read the full article before you toss out the paper into the recycle bin. This is newspaper insanity. You may be laughing right now, but you do this with your inbox.

**How do you kick the habit of the Inbox?**

## POINTS TO CLARITY



**DECISIONS & ACTIONS I WILL COMMIT TO:**