BROWSE THE WEB EFFICIENTLY

Currently open webpage. Android and webpages for a specific name, word, or name can be accessed anywhere. nedotool.com

AUTOMATE TASKS

Got a personal productivity tip or tool? Share using the Twitter hashtag #productivity.

The American Psychological Association has found that multitasking is neither effective nor efficient. DAVID ALLEN

Put in place routines that become second nature. This will help you stay on track and set your goals. (At a time of your choosing)

If everyone used functional subject lines it would be easier to get your message seen. Personal emails are not as effective as a personal message.

You've signed up to receive deals, Facebook and other notifications. This can lead to stress and a full inbox. You want to reduce stress. Take a vacation from email.

Put your address in the To field. Even then, you might not want to reply. The recipient might be happy you didn't reply.

If the email requires you to do something, then do it. If the email requires you to do something, then do it. You won't waste time retrieving your address in the BCC field.

Put your address in the To field. Even then, you might not want to reply. The recipient might be happy you didn't reply.

You can save yourself and others the headache of the email. Keep unnecessary communication out of your inbox by using NRN which stands for not relevant now. The recipient in processing his or her own email.

If you receive a lot of email, you might feel like a slave to email, maybe having hundreds of messages in your inbox. You probably spend a lot of time online and might feel that your email is not being processed in a timely manner.

You can share on your website, Twitter, forums, Craigslist, etc. Use a password manager to keep your files and data accessible from any computer.

Collaborate outside of email. Share using the Twitter hashtag #productivity.

Declare email bankruptcy. It's a Chrome and Firefox plugin that will consolidate places where you receive email and deliver them to your email inbox. This will help you stay on track and set your goals.

Borrow time. If the email requires you to do something, then do it. If the email requires you to do something, then do it. The task an email presents may involve other people. But it's better to get it done quickly.

You might forward the email to others but keep the original in your inbox until they reply as a reminder. You could archive the email and place a reminder in your original in your inbox until they reply as a reminder. You can delete when you find yourself spamming.

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Use digital reminders. You want to reduce stress. Take a vacation from email. The task an email presents may involve other people. But it's better to get it done quickly.

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