

MANAGING EMAIL WITH ADHD

3 STRATEGIES TO REDUCE INBOX OVERWHELM



1 CREATE A ROUTINE



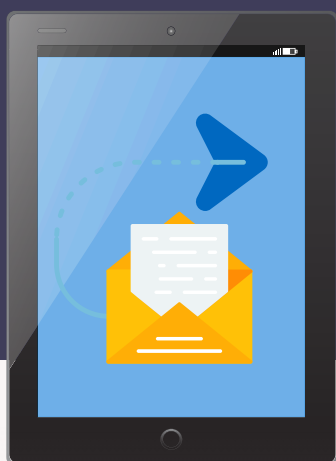
- SCHEDULE EMAIL CHECK-INS
- USE A TIMER
- PRIORITIZE WHAT MATTERS

2 REDUCE CLUTTER

- UNSUBSCRIBE
- USE FILTERS
- ARCHIVE OR DELETE



3 PAUSE BEFORE SENDING



- TAKE A BEAT
- WRITE THOUGHTFULLY
- REREAD BEFORE SENDING

YOUR INBOX DOESN'T HAVE TO RUN YOUR DAY.

