



Email Inbox Management: How to Master Your Inbox with Etiquette

Patrick X. Gallagher

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- Learn how to create an action plan and follow the RWEF (reading, writing, erasing and filing) Email Management system that will help you check and process your Emails quickly and less frequently.
- Plus, with this book you will get to know the Tricks of Email Etiquette and Email Marketing.
- You will learn the best time to write Emails, the expected response time in replying to them,
- Learn instances when not to reply to your email.
- You will be pleasantly surprised that in twenty-one days, or less, your constant urge to click your Email account will seem like a distant memory.

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