



Inbox Detox and the Habit of E-Mail Excellence

By Marsha Egan

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Your toxic e-mailing practices have probably become habits by now. Inbox Detox is your guide to shifting your e-mail habits and will show you how to take charge of your inbox, your workday, and your life. When you decide that you are ready for change, and can commit the time and effort needed, you'll prosper from the results.

You will learn:

- * How much e-mail mismanagement is costing you
- * Two e-mail handling assessments
- * The internationally acclaimed "12 Steps to Curing Your E-mail Eddiction"
- * Twenty "Toxic E-mailer Alert" Profiles - do you know "Midnight Manny?"
- * Best practices for e-mail efficiency, eco-friendliness, and etiquette
- * Over 10 habit changing practices and tips

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