

# The Calm Inbox Checklist

If left unchecked, then our email, news, and social media feeds will rob us of the time and attention we need in order to do our best work. Especially so in these very unique and challenging times.

Here are some simple and quick tips that will help you keep the unrelenting outside world at bay while you focus on getting your most important work done and being present and available for those who need you.

**Suggestion:** Pick one or two items from this checklist and do them today. You can do this in a matter of minutes, and yet it will return back to you countless hours and some much-needed breathing room over the weeks and months that follow.

Let us know which ones you check off:

[twitter.com/thesweetsetup](https://twitter.com/thesweetsetup)



**Turn off messaging apps and disable notifications whenever possible.** This will keep your phone from buzzing all the time, and will reduce notifications to only those which are important.



**Mute busy / noisy group iMessage threads.** You'll still get everyone's incoming messages, but your phone won't be blowing up all the time. (To do this, go to that group thread and tap on the top of the group thread (with all the circle faces) > tap Info > select Hide Alerts)



**Budget time each day to respond to email and messages in batches.** By doing "batch" processing of your news, social media, and email you will save time and reduce anxiety. Decide when you will and will not check your email, social media, etc.



**Use Do Not Disturb.** Consider extending the amount of time that your iPhone, iPad, and/or Mac are in Do Not Disturb mode. Perhaps beginning at dinner time in the evening, or perhaps continuing on in the morning up until it is lunch time.



**Be brief in your correspondence.** As often as it's appropriate, keep your email, slack, and other messaging replies brief and to the point (while also being warm and positive). It shows respect for both your and the recipient's time and attention. Something that can be helpful in remote work.



**Unsubscribe from something or someone.** Find one person, brand, and/or email newsletter that you can unfollow or unsubscribe from. There is a lot of extra noise and conversation happening right now — only allow positive and helpful voices into your inboxes and news feeds.