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How to take a break from email and stop check for new messages

Do not check your email all the time is one of the most common recommendations to improve productivity. When you receive a lot of e-mails a day, but talk is much easier to do. This measure is apparently more important than previously thought: a study by McGill University professor Daniel J. Levitin in partnership with neuroscientist Vinod Menon says check emails can constantly cause a kind of confusion.

[Elections 2014: TSE warns of fake emails with phishing scam](#)



Tips to better handle the message flow (Photo: Pond5)

The result of the discovery, published in [The New York Times](#) , points out that humans are constantly alternating between two states of consciousness due to brain circuits. Or is in "task-positive" mode, in which the person is focused on the task at hand, or is in a "negative-task", the popular "daydreaming".

Go from one mental state to another can very quickly leave the brain "dizzy" and unable to stay in either of the two worlds, and that is precisely what situations like looking all the time the inbox or view social networks often does. The solution is not to abandon these services, but use them in a healthier way to the brain.

Here are some tips on how to do this and give a rest to mind in the email.

1. Turn off push notifications

In the article, Levitin says that know about the existence of e-mails unread makes people anxious. Questions like "What can it be?", "Who is it?" Or "Is that good news?" Lead to distraction and hence this undesirable state of mental confusion. Therefore, the first step is to turn off push notifications on mobile [on Android](#) and

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Mailbox



Gmail



Microsoft Outlook

iOS (iPhone) .

This will prevent to know about new emails at a time when you can not answer them. Just open your inbox when you're free time to devote to the matches.

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2. Log off in the mail

If you are still constantly checking e-mail, logout of all accounts, on any devices you use. So you'll be less likely to take a quick peek with one click.

You know [how to put email from other servers in Gmail?](#) Get in TechTudo Forum.

3. Take time

Turn practice answering e-mails in an activity of your daily routine. Book a specific time for it and answer their messages without interruption, as you would a meeting. Put it on your calendar and write down every day how long you spend doing that task. While answering emails, close all browser tabs, documents or programs that are not related to the message you are writing.

4. Install management applications

Having already established routine up, get the most out of your email server. Install applications such as [Mailbox](#) , who leaves his friendliest inbox and supports multiplatform. The more efficient you get, the longer it will remain in their day to day.

See other e-mail managers on [TechTudo Downloads](#) .

Via [Mashable](#)

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