

How to Manage Your Inbox and Mental Health During a Global Pandemic

7 Quick Tips to
Survive Covid-19

Jonathan Reik

Your Inbox

1. Batching

Your Inbox

2. Microgoals

Your Inbox

3. Filters

Your Mental Health

4. Vent

Your Mental Health

5. Exercise

Your Mental Health

6. Fun

Your Mental Health

7. End

Remember:
There is a start and
stop to your day.
(Or there should be.)

Josh

You finish all your calls?

Santos

You don't finish. At some point, you just decide to stop dialing.

—The West Wing