

“Managing Incoming E-mail: What Every User Needs to Know”

was downloaded by hundreds of thousands of readers since its original release in 2002.

Based on that tremendous response, Mark Hurst has now updated “the e-mail method”

with a full-fledged set of skills in his **new book**:

Bit Literacy: Productivity in the Age of Information and E-mail Overload

Chapter 4 in *Bit Literacy* is “Managing Incoming E-mail” –

a fully updated set of guidelines for dealing with too much incoming e-mail.

Other chapters deal with managing todos, photos, file names, and more – see **bitliteracy.com**

Get the book here:

www.bitliteracy.com

mark@goodexperience.com

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