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Never check email first thing in the morning

posted on February 29th, 2012 by [Russell Castronovo](#)

Old habits like checking email in the morning may die hard, but need to, according to several personal productivity experts. New York Times best-selling author and time management expert Julie Morgenstern even wrote about it in her popular book, "Never Check Email In the Morning: and Other Unexpected Strategies for Making Your Life Work."

Why is checking email in the morning so counter-productive? Here are a few reasons offered by productivity expert Sid Savara:

- Checking email is distracting. An email can throw you off from what you need to do.
- It's an excuse to lack direction: You're checking email because you don't know what else you are supposed to be doing.
- There's no set time limit: Checking email becomes a time sink.



Read Savara's [complete list](#). He recommends as soon as you get up, work on something important for 30 to 45 minutes then check email. Wait longer if you can.

Experts offer a range of suggestions on just how often you should you check email throughout the day. Four to five times seems to be about right. They all agree that checking email too often is ultimately unproductive. Figure out what works for you in terms of getting the things done you need to and stick with it.

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