



Reclaim your time. Reduce the noise. Build a healthier relationship with email.

BETTER EMAIL BOUNDARIES CHECKLIST

Use this weekly to check in with your habits and reset your email mindset.

Time & Boundaries

- ☐ I only check email at set times (2-3 times per day).
- ☐ I have notifications turned off outside those check-in windows.
- ☐ I close my inbox when I'm not actively using it.

Managing the Inbox

- ☐ I treat email as communication, not a to-do list.
- ☐ I move tasks into my calendar or task manager.
- ☐ I archive or delete messages I don't need to act on.

Writing & Responding

- ☐ I write clear, kind, and concise messages.
- ☐ I use bullet points or bolding to improve clarity.
- ☐ I aim to close loops in my messages to reduce follow-up emails.

Mindset & Energy

- ☐ I give myself permission not to reply immediately.
- ☐ I remind myself that most things can wait.
- ☐ I unplug fully from email during evenings or weekends.

Reflection Prompts

Use these questions to reflect on your current habits and shift your approach:

1. How does email currently make me feel?
2. When during the day does email steal my focus most?
3. What's one boundary I could try this week to reclaim time or energy?
4. What email habit am I holding onto out of fear, guilt, or pressure?
5. What would it feel like to treat email as a tool – not a measure of my worth?