

[IMAGE]

## Control Your Email or It Will Control You

By Editorial Staff

Email has become a veritable staple of our daily existence, so much so that sometimes it feels as if we're "missing out" if we go more than a few minutes without checking our various email accounts. In the work environment, email is a valuable way to share information and have conversations quickly. But with the advent of portable devices, too many of us take our email (and thus our work) with us wherever we go. That's dangerous: Here's why.

According to a recent study of nearly 300 American employees, the inability to "unplug" after hours can negatively impact not only work productivity over time, but emotional well-being as well.

email - Copyright â Stock Photo / Register Mark According to the researchers, the real danger wasn't necessarily the amount of time spent consumed with emails after work hours had ended; it was the stress and anxiety associated with dealing with work-related email: work overload.

Remember, work is work – if you take it home with you, your home life's bound to suffer eventually. And with the 24/7 availability provided by mobile devices, the danger only grows. The solution: Get your work done at work and then leave what's left for the next day – after all, there's always a next day. In other words, control your email; don't let it control you.

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