

3 on 13

3 things from EP
to make life
better.

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Emanuelson-Podas produces the **3on13 Newsletter** on the 13th of every month in the hopes of putting in your hands three things that will help make your life better. Entries may include quotes, reminders, jokes, random recipes, book recommendations, advice, or anything else that might make you think, make you smile, or make you a better, happier human being. **Got something worth sharing? Send it to 3on13@epinc.com**

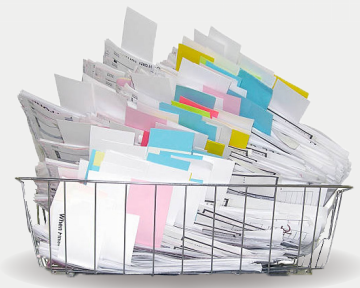
1 | Be an Inbox Ninja

The experts — like [Tim Ferriss](#) and [Merlin Mann](#), for example — suggest that there ain't no better time to reclaim your inbox than right now. It's a logical time to start fresh and develop (or redevelop) the systems and processes that lead to lower stress and greater productivity.

Ferriss has a [10-Step program](#) that has stood the test of time (he first shared it back in 2008), and has promoted a [check-email-twice-per-day approach](#) that many have adopted. Mann is the creator of the [Inbox Zero](#) movement. Both approaches are worth considering (and/or tailoring to your own workflow) and both contain these two important elements:

- **Have an External To-Do System:** Quit using your inbox as your to-do list. Whether you use a notebook, an online to-do program, a planner ([Full Focus](#) is getting lots of attention lately, but there are tons out there), or whatever, get that task out of your inbox. Reference the email if necessary. Then archive the email and be done with it.
- **Batch Check Emails:** In short, this refers to responding to different email "types" at one time. Start with quick hitters, then move on to more complex ones. And for goodness' sake, have a dedicated time to check your email (see: [Cal Newport and time blocking](#)). Ferriss says it like this: "You don't do your laundry every time you have one pair of dirty socks. You wait until you have a critical mass. Batching prevents the task-switching and the distractions — and costs — that come with it."

Oh, one more thing: now is a great time to unsubscribe from all the crap. A typical unsubscribe takes between 5 and 20 seconds, so in a half-hour period, you could easily slay more than 100 unwanted messages.



2 | Less is More



It's the time of the year when many people are reevaluating their habits and are seeking healthier lifestyles. And while the temptation frequently is to add a new task to the to-do list, maybe that's not the answer.

Says [Matt Groves](#), the EP Performance Coach (and overall human performance guru) in one of his [recent newsletters](#): "We're led to believe that massive success is complicated. We think to add rather than take away. Concentrate on controlling the ONE to THREE aspects of your life that allow you to feel and perform better. You may be one lever-pull from dramatically improving your health."

He continues: "It isn't chess. It's barely checkers. The strategies to success are very simple. Less is often more."

3 | Odds and Ends:

- From 3D-printed shoes and "immortal" batteries to the coolest camper ever, here's *TIME* magazine's list of the 200 [Best Inventions of 2023](#).
- "[Asking for help is an act of service.](#)" Don't deny the people around you the honor of being there to support you.



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