



## 1 Turn off your sound and visual notifications

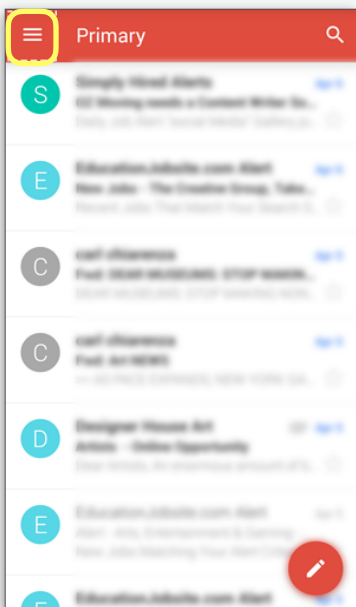
Email notifications distract us, are difficult to not click on, and as a result they destroy our concentration. We know turning them off can be downright scary. Don't worry, even with them off, you'll still check your email. We recommend trying it for a while and if it doesn't work for you, you can always turn them back on.

Turn off sound and visual notifications

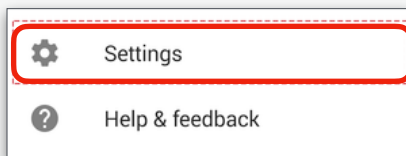


Find the icon for the email app that you use and select it to open the application.

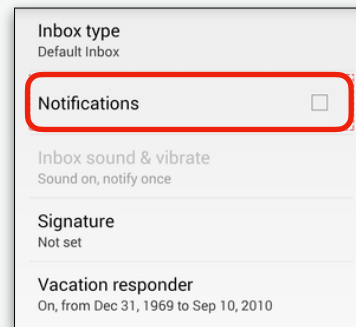
Find the Menu button on your email app.



Select "Settings."



Turn off notifications.



Your options may look different than the image above depending on what email application you use.

Look for any other other relevant options to uncheck, such as "Notify Once," or "Display Badge."

If the application has a "Save" option, don't forget to save.

If you have any questions about the Stack Method™ or the set up process, please reach out to us at [hello@doublegemini.com](mailto:hello@doublegemini.com).