

## **2 PT-Forget everything but get the job done!**

*(Productivity tools will feature cool features which help in increasing productivity, which i have tried and tested)*

**Tool: Program now to send a mail from any mail id at a later date at an appointed time – it's one of the coolest apps. I have even seen!**

### **What it does:**

Imagine sending a mail from your mail id on your wife's birthday at 12 midnight sharp for every year for the next 10 or so years , without having to do anything except do this once now ; and getting a reminder 3 days before the date, in your mail id so you can buy a gift!

Or automatically remind your assistant to do something 15 days from today so that the job gets done.

**Use:** <http://www.lettermelater.com/>

### **Details:**

- **Schedule mails to be sent on a later date from your mail id!**
- **You can even use your own email to send it using lettermelater**
- **Can create groups**
- **Put 'bcc' to yourself so you get a copy at same time /same date etc.**

### **I'm using it- are you?**

You can forget about forgetting if you do!

Ramki

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