

# Hello and welcome to Getting Your Inbox to Zero...

...and how to keep it there



## Length/Format

1.5 hour workshop, then 1.5 hours 'at-desk' coaching

## Overview

If your inbox is out of control, and email is taking over your working life, spend half a day with us and we'll help you get it under control, and work with you practically through 'at-desk' coaching, to reduce or clear your inbox by the time we leave. We'll offer you a new way to think about email, tools to convert emails into actions, tips, tricks and tried and tested 'ninja email' moves.

## What you'll learn

- learn to distinguish 'connectivity' from 'productivity'
- learn tips, tricks and tools to process email more productively
- learn the power of 'batch processing'
- combat 'email distraction'
- improve your email etiquette
- reduce company-reliance on unnecessary email
- change the way you think about email - forever

## What you'll do

- actually get your inbox to zero (or at the very least be close to it!) by the end of the 3 hours
- implement the structures to help manage email volume and keep your inbox clear
- create 'rules' and tactics to reduce the volume of emails that actually enter your inbox

If you would like more information or would like  
To book a session now, please contact us via:  
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