

Hello and welcome to

Getting Your Inbox to Zero™

Stress-free emailing for fun and productivity



Format and group size

Half day: 3 hour workshop (1.5 hours in training room, 1.5 hours at-desk coaching). **15 delegates maximum.**

Who should attend?

Applicable to anyone whose role involves independent decision-making and organising information (as opposed to manual or automated jobs) – from the CEO and senior team right through to entry level roles.

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 all under control. We'll help you see email in a different way and work practically through at-desk coaching to reduce or clear your inbox by the time we leave. We'll offer you tools to help convert emails into actions as well as tips, tricks and tried and tested "Ninja email" moves.

What you'll learn

- How to get and keep your inbox at zero
- Process email more productively
- Combat email distraction
- Learn the power of batch processing
- Learn to distinguish "connectivity" from "productivity"
- 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 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 email rules and use other Ninja tactics to reduce the volume of emails that actually enter your inbox

Technical requirements

Our practical workshops ensure that real change actually happens on the day, rather than just talking about it! In this case, this workshop requires delegates to have live access to their emails so they can clear their inboxes right then and there in the session during the at-desk coaching section. A number of formats are possible, including delegates working at their regular workstations and PCs, in a suitably equipped ICT training room if your organisation has one, or using laptops in the training room (with suitable wired or Wi-Fi connections). Our team will work with you to determine the best option for your organisation's facilities.

Result

96% of delegates get their inboxes to zero, plus have the knowledge and skills to keep it there!