

# Getting Your Inbox to Zero

Stress-free emailing for fun and productivity

<b>Format</b>	3 hour workshop
<b>Breakdown</b>	<ul style="list-style-type: none"><li>• 50% group training and discussion</li><li>• 50% individual at-desk implementation</li></ul>
<b>Participants</b>	15 maximum
<b>Results</b>	Over 90% of participants get their inboxes to zero
<b>Key Benefits</b>	<ul style="list-style-type: none"><li>• Get your inbox to zero on the day, and know how to keep it there</li><li>• Email overload under control – so you're able to focus and produce your best work</li></ul>

## Overview

Our practical workshops ensure real change happens during the workshop, rather than just talking about it!

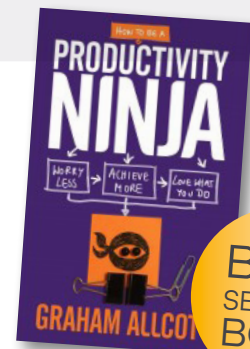
If your Inbox is overloaded and email is taking over your working life, spend we'll help you get it all under control. You'll see email in a different way and learn to love it again.

Practical individual at-desk implementation, supported by your Productivity Ninja™ to help you clear your Inbox by the time we leave.

We'll offer you tools to help convert email into actions as well as tips, tricks and Ninja-style email moves for your organization's software.

## At-desk implementation

This is a practical workshop, which includes **at-desk implementation** with your Productivity Ninja to ensure real change happens during the workshop and inboxes are cleared then and there on the day!



BEST  
SELLING  
BOOK

“  
Don't just take  
our word for it...  
There is light  
at the end of  
the tunnel!  
K.PETTS, BT  
”

## Results

**over 90%** of participants get their inboxes to zero, and have the knowledge and skills to keep them there!



## Who should attend?

Anyone and everyone who uses email for work – from the CEO and senior team, right through to entry level roles.

If you're ever overwhelmed and distracted by email, this session is for you!

## What you'll discover:

- ✓ How email went wrong – and how we can make it magical again.
- ✓ Why email is distracting and stressful – and how you can protect yourself.
- ✓ The difference between connectivity and productivity.
- ✓ How to re-establish boundaries and escape constant checking.
- ✓ The power of batch processing – and the importance of getting off line in between.
- ✓ The Productivity Ninja™'s trusted 3 processing folders to identify and manage actions, sift inbound information and track follow-ups.
- ✓ How to tackle that massive email backlog – no matter how many you are starting with!
- ✓ Establish your new Productivity Ninja™ email habits; prevent email from taking over your whole day.
- ✓ Make the Inbox Zero habit permanent, and change the way you think about and use email – forever.

## What you'll do:

- ✓ Actually get your Inbox to zero (or very close to it) in just 3 hours.
- ✓ Eliminate overwhelm and establish new structures and habits to help manage email volume, keep your inbox clear, and your brain focussed.
- ✓ Learn and implement the best Productivity Ninja™ weapon-savvy email tips and tactics specific to your organization's email software.

## Practical and technical requirements

We can use a variety of meeting room set-ups for this workshop and will help you determine the best option for your group. The workshop consists of group training and practical at-desk implementation.

### Group training

This requires a meeting room, booked for the entire 3 hours.

### At-Desk Implementation and Inbox Clearing

This takes place mid-way through the workshop and all participants will need to have **live access to their email** (via an internet connection) so they can clear their inboxes on the day. The options for this are:

- Participants working from their regular desks/PCs, or
- Using laptops in the meeting room
- In an equipped computer suite, or
- A combination of any/all of the above

### Technical requirements

- An internet connection for all participants
- Data projector/plasma with VGA cable for the trainer's slides



## Join the conversation...

**in** Think Productive – The Productivity Ninjas

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