



>EMAIL

SESSION

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 all 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.

LEARNING OUTCOMES

- 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

ACTION OUTCOMES

- 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 want to book a session now, please contact us via:

email info@thinkproductive.co.uk

phone [+44 \(0\) 7980 742527](tel:+44(0)7980742527)