

Getting Your Inbox to Zero

Stress-free emailing for fun and productivity

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



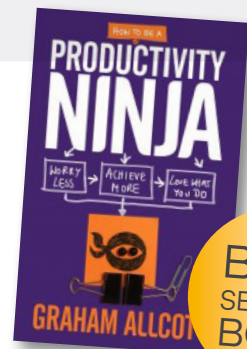
Overview

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 half a day with us and 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™ will help you 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 Ninja-style email moves for your organisation's software.



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

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!

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 emails, this session is for you!

What you'll learn and discover

- ✓ How email went wrong – and how we can make it magical again.
- ✓ Why email is so 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 offline 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 and stop email 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 specifically for your organisation'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



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