

Getting Your Inbox to Zero®

Get email overload under control to produce your best work.

Is your inbox running your day, or are you?

Drowning in email? Constantly context-switching between your inbox and the work that actually matters? Notifications pulling your focus every few minutes? We're here to help.

Email isn't the problem, how you're using it is. We help you turn your inbox from a source of stress into a tool you control, built around decisions and habits, not just folders and filters.

At the end of this half-day workshop, with hands-on, at-desk implementation, you'll have cleared your inbox and built the system to keep it that way.

You'll trade the guilt, dread and constant pinging for a calm, focused inbox you check on your terms.

A fully customisable session

We recommend:

 In-person or online  3hrs  up to 15 people

What you'll learn & do

During this hands-on session, your people will discover:

- How to get your inbox to zero on the day, and know how to keep it there
- A system for converting email into clear actions, not just an endless list to reread
- Ninja-style email moves built for your organisation's own software
- Where AI fits in, using tools like Copilot and Gemini to triage, reply and search, without losing your voice or judgement

99% of participants get their inbox to zero on the day, or within 24hrs

Who is this workshop for?

- You're an HR or L&D lead looking for a half-day session with an immediate, visible result, participants leave with inbox zero, not just good intentions
- You manage a team that's constantly reactive, distracted by notifications and context-switching instead of focusing on what matters
- Your people are drowning in email, spending so much time in their inbox that it's eating into time for actual work
- Your team's inbox habits are already decent, but you want to reduce mental load, speed up decisions and reclaim hours every week

What this workshop offers

- **Learning by doing.** Practical, individual at-desk implementation, supported live by your Productivity Ninja
- **A system, not a quick fix.** Everyone leaves with a working inbox and the habits to maintain it, not a to-do list of things to set up later
- **A format that fits.** Half-day session, in person or live online, for up to 15 people. We can also deliver a keynote version for an unlimited group size.
- **AI as an ally.** Practical ways to use tools like Copilot and Gemini to triage and clear clutter, without replacing your judgement
- **Learning that lasts.** Every participant gets access to the Productivity Ninja® Academy.
- **Built to stick.** Add an [Impact Clinic](#) 1 and 3 months later to keep new habits alive.

What you'll do

You'll start by converting your existing inbox into clear, actionable decisions, working at your own desk with individual support rather than following along with a generic demo. From there, you'll learn Ninja-style moves specific to your organisation's software, so what you learn fits

how you actually work, not a hypothetical setup.

You'll also look at where AI can genuinely help, triaging, replying, searching and clearing clutter, without losing your own voice or judgement in the process. By the end of the session, your inbox will be at zero, or as close to it as it's ever been, and you'll have a system built to keep it that way.

What happens when inbox management works

When people build a real system for email, everything changes:

- Inbox zero stops being a one-off event and becomes the normal state
- Notifications stop dictating the shape of the day
- Decisions get made once, not revisited every time an email gets reopened
- Focus and deep work get protected, instead of constantly interrupted

Volunteer

Centre Camden

"Did what it said on the tin. I got my inbox to zero and it's staying that way."

May Geasley

Benefits & Results

The most immediate benefit is practical: everyone leaves with a clear inbox and the system to keep it that way, from converting email into action to protecting focus from constant notifications. But the bigger shift is in mindset. Once people stop treating their inbox as a to-do list and start treating it as a tool they control, they make better decisions about their day without needing anyone to police it.

And because every participant gets access to the Productivity Ninja® Academy, the learning carries on well past the session itself.

What your organisation gets

One half-day session, for up to 15 people, and a shared approach to email across your team. That matters more than it sounds. When everyone's clearing their inbox the same way, conversations about workload and response times get easier, and the habits stick because everyone around you is building them too. Many organisations use this session as a quick, visible win before moving into deeper workshops and programmes; others find one session is enough to change how the whole team works.

99%

of participants get their inbox to zero on the day, or within 24 hours of the workshop

Why it matters

Email overload isn't a discipline problem, it's a systems problem. Without one, every inbox eventually wins.

- Constant notifications and context-switching pull focus away from real work
- Emails pile up because there's no clear system for converting them into decisions or actions
- Without a repeatable process, "getting on top of email" becomes a recurring, never-finished task
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"300,000 emails to zero. The session helped me clear my inbox and focus on the emails that actually need my attention."

Alan Newton-French

Alder Hey Children's Charity

Your workshop. Your way.

We recommend a **3 hour** workshop for a team of **15 people**, but like all our workshops, it can also be tailored to your exact needs.

Available options:

 Formats

In-person | Online

 Group size

Recommended: up to 15 people | Large keynote group: Unlimited

 Duration

Recommended: 3 hrs | Keynote length: 90 mins-2hrs