

Email Etiquette

We get the email we deserve

Format 3 hour workshop

Breakdown

- ▶ 50% training input and discussion
- ▶ 50% practical activities and facilitated group work

Participants Up to 20

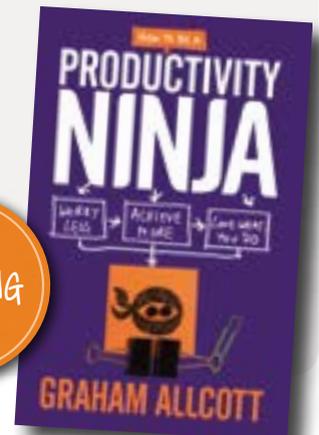
Results Overhaul your team's use of email, and make it an ally for playful productive momentum once again

Benefits

- ▶ Productivity Ninja® tips, tricks and tactics for improving emails – both individually and as teams
- ▶ Development of an “Email Manifesto” by the team, to share with the organization so that email culture can change for the better
- ▶ The opportunity to reflect on current email culture, and identify key issues impacting people's productivity and wellbeing

Making it stick

- ▶ A copy of Graham Allcott's book for every participant
- ▶ Action-oriented materials on the day
- ▶ Online Workshop Booster Pack (forever)
- ▶ Online membership to The Productivity Ninja Academy (3 months)



Overview

Email consumes an average of 41% of people's working day. Yet how often do we take a step back to think about how we use it, let alone develop best practices to ensure it's our greatest productivity tool instead of a massive distraction.

This workshop shares our Productivity Ninja® approach to brilliant email, enables your team to think about how their email habits affect others and reshape the culture so that email is no longer a massive drain on time and resources.



Don't just take our word for it ...

Some really good ideas on small changes to make a big difference.

SARAH,
SCOTTISH & NEWCASTLE
PUB COMPANY



Who should attend?

Anyone and everyone who uses email for work – from the CEO/C-suite to entry level roles. In fact, changing the culture of email is easier in your organization if you can get buy-in from senior leaders, so invite some along!

Practical requirements

All we need is a meeting room in your office. Our team at TPHQ will walk you through all of this at the time booking.

What you'll do and discover

- ▶ Discuss, clarify and identify what you can do to improve the email culture of your team.

- ▶ Discover the Productivity Ninjas'® top email 'Do's and Don'ts' and how to put them into practice.
- ▶ Learn practical ways to deal with common email gripes: such as email essays, email ping-pong, bad subject lines, CC'ing and hitting 'reply all'.
- ▶ Understand the difference between 'connectivity' and 'productivity' – and how to create boundaries again to stop people emailing late at night.
- ▶ Develop an "Email Manifesto" to help your team communicate more effectively.
- ▶ This manifesto will capture all your team's ideas and commitments, so they can be shared with the rest of the organization.

Results

A completed "Email Manifesto" for your organization and teams to improve email use, culture and productivity, reduce stress and generate playful and productive momentum.



82% of participants would recommend this workshop

94% of participants say this workshop will have a positive effect on their productivity

Making it stick

We're passionate about creating real change that lasts and truly embedding new habits. That's why every workshop participant gets a copy of Graham's book, practical handouts and exclusive access to The Productivity Ninja Academy, with eCourses, tutorials, curated content, a forum and workshop booster pack.

<https://academy.thinkproductive.com>

