

# Getting Your Inbox to Zero

Get email overload under control to gain clarity, focus and produce your best work

**Format** 3 hour workshop

**Breakdown**

- ▶ 50% group training and discussion
- ▶ 50% practical implementation

**Participants** Up to 15

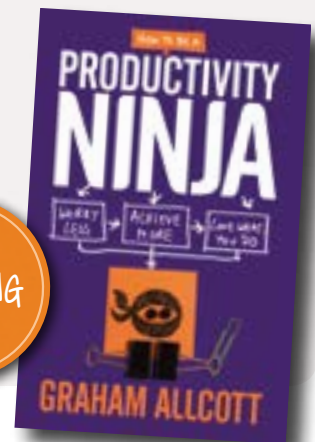
**Results** Over 90% of participants get their inboxes to zero

**Key Benefits**

- ▶ Getting your inbox to zero on the day, and knowing how to keep it there
- ▶ Making the space for the work that really matters (clue: it's usually not what's in your inbox)
- ▶ Reduce stress (that "drowning" sensation) with an inbox zero and develop a clearer idea of where to focus

**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

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. You'll see email in a different way and learn to love it again.

## On the day implementation

This practical workshop, includes time with a 'Productivity Ninja'® coaching each person individually with their real work to help you get your inbox to zero before the workshop's even finished. We're passionate about making real change there and then, not just talking about it, which is why this workshop has been described as life changing!

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

There is light at the end of the tunnel!

K.PETTS,  
BT

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## Who should attend?

Anyone and everyone who uses email for work – from the CEO/C-suite to entry level roles.

If you're ever overwhelmed and distracted by emails, this session is for you.

## Practical requirements

All we need is a meeting room in your office. This workshop includes on the day implementation which can be delivered in a number of ways. Our team at TPHQ will walk you through all of this at the time booking.

## What you'll do and discover

- ▶ A fresh approach to email, tailored to your company's email software (e.g. Outlook, Gmail, etc).
- ▶ Learn how to develop ruthless focus for rapid email processing, saving time and sanity.
- ▶ Tips and tricks to simplify and even automate aspects of email management.
- ▶ Discover the magic of regularly achieving a zero inbox.
- ▶ Achieve a Zen-like feeling from seeing white space in your inbox and kudos from colleagues.

## Results

# 96%

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



# 99%

of participants say this workshop will make a positive difference to their productivity

# 95%

of participants would recommend this workshop



## 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>