McGhee
Productivity Solutions

Getting Email to Zero

Virtual in one hour

This course shares the best practices for getting email to zero as a sustainable habit. You will learn strategies for setting up effective email reference, how to clean up old email, setting up email workflows, applying the 4 D model to make decisions quickly and easily.

Course Outline

Creating a Strong Foundation

- Setting up a trusted reference system for organizing email to hold on to
- Letting go of blocks getting in the way of getting to zero
- Hands-on time in your inbox filing and deleting email
- Strategies for dealing with old email

Getting to Zero Easily

- Using the 4 D model to delete, do, delegate, or defer email
- The 6 key lists for tracking outcomes, projects, and actions
- Hands-on time in your inbox getting to zero
- Learning email workflows to process email quickly and easily, including using shortcuts and turning emails into tasks and calendar entries

The course integrates Microsoft Outlook or Google Gmail and includes a combination of teaching points, hands-on exercises, and Q&A. The style of this webinar is more of a "working webinar" than most, where participants are getting real-time practice in their email and making progress toward inbox zero.

Can be offered after Take Back Your Life! or as a stand-alone course.