Email Extinguisher:

Put Out the Fires and Rescue Your Time

Stop letting your inbox run your day.

This session offers participants practical settings, communication norms, and email habits to shrink noise and make faster decisions with less stress.

WHY IT MATTERS: Lower cognitive load. Clearer priorities. Fewer costly misfires.

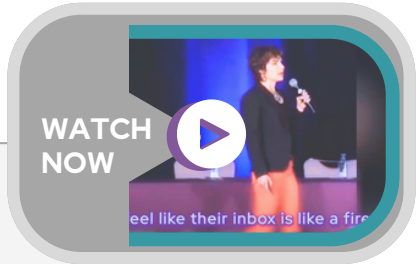
> **"...like church to me saying "amen" & "hallelujah" after each statement"**
>
> *I've seen major improvements and left feeling validated, with tangible tools to improve my day-to-day. Your training felt like church to me saying, "amen" & "Hallelujah" after each statement.*
>
> **T.M.**
> SR. Clinical Trial Manager,Vertex Pharmaceuticals

ATTENDEES LEARN TO:

- **Conquer digital distractions** and notifications that hijack focus
- **Run your inbox** with rules, shortcuts, and templates that stick
- **Use decision trees** to triage messages quickly and consistently

PERFECT FOR:

Roles that 'live in email,' notification-driven teams, and anyone buried by message volume.



Formats: Breakout, Workshop. In-person, virtual, or hybrid.
Pairs well with: Reclaim Your Workday, Elevate Your Focus
Popular add-on: Performance Pulse Survey and Ask Me Anything follow-up.
CTA: Book this session to cut noise, speed decisions, and get time back for real work.

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BOOK A CONNECTION CALL