TAME YOUR INBOX: CREATE A SYSTEM THAT STICKS

Companion to Deep Focus, Fewer Fires

Trusted by: DELTA, syngenta, NC State University, U.S. Treasury Inspector General, Biogen, moderna



Prioritization Keynote Speaker

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An inbox that runs on your rules, with fewer decisions left sitting in it.

The inbox is color-coded. There are six filters and a folder called *Later*. All 100 newsletters still arrive, and the email you opened at 8:05 still sits there at 2:30.

Every email in an inbox is a decision nobody has made yet. This session turns those decisions into a system, so the inbox stays manageable and stops demanding attention it hasn't earned.

Takeaways

- **OHIO, Only Handle It Once: a simple rule for touching each email once.**
- **A five-way sort: delete, delegate, reply, archive, or task, so nothing sits undecided.**
- **A communications matrix: type, channel, purpose, response time, and participants, so everyone knows which tool a message belongs in.**
- **AI triage: an inbox that sorts by priority once you've told it what counts.**
- **One piece of the system chosen, with a guardrail to keep it: a filter, a template, or a categorized inbox.**

"All of us get so much email and it can be easy to lose an important one in the mess. Marcey walked us through practical examples, had us share our screens and IMPLEMENT while we were learning."
— Melisa Galasso, CEO, Galasso Learning Solutions

Who it's for: Anyone whose inbox sets their agenda, and teams ready to agree on which message goes where.

Format: Breakout or training.

Pairs well with: *Deep Focus, Fewer Fires, or a fuller program. Fully bookable on its own.*