

# EMAIL EXTINGUISHER

## SIMPLE STEPS TO SHRINK THE INBOX.

*Do you feel paralyzed by your inbox and dread checking email?*

*Do you feel you're held captive by over-communication?*

It's time to stop spending precious time in your inbox and living by someone else's agenda. You can be the change that keeps team members from being pulled away from essential tasks with each ping or buzz. We'll discuss the tools and behavior shifts needed to prevent or reduce telepressure and reactivity to email.

**Get the tools to break out of email jail.**

I have seen major improvements in the last month after attending the Email Extinguisher workshop. I left feeling validated and with tangible tools to help improve my day-to-day work. Your workshop felt like church to me, saying "amen" and "Hallelujah" after each statement.

**- T.M.**

Senior Clinical Trial Manager,  
Vertex Pharmaceuticals

### LEARN HOW TO:

- ✓ **Overcome email anxiety** and addiction
- ✓ **Shrink your inbox** with rules, filters, and newsletter organization
- ✓ **Communicate effectively** to shut down with Inbox Zero

### FORMAT:

- Workshop, Breakout
- 45 to 90 minutes

### THIS PROGRAM IS PERFECT FOR PEOPLE WHO:

- Rely heavily on email
- Are reactive to notifications
- Feel overwhelmed by the volume of email

PLAY VIDEO

