

*Productivity, Focus

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?

Stop spending precious time in your inbox and living by someone else's agenda. You **can** manage your email without being pulled away from essential tasks with each ping or buzz.

Learn the tools and behavior shifts 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:

- ✓ **Reduce reactivity** and telepressure
- ✓ **Organize your inbox** with rules and shortcuts
- ✓ **Communicate effectively** to limit email ping-pong

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

