

\*Productivity, Focus, Communication

MOST  
REQUESTED

# email extinguisher



Simple steps to shrink the inbox.

Virtual or In-Person | 45 to 80 Min

*Tired of feeling chained to your inbox?*

*Dread checking your email or get distracted when your phone pings?*

*It's time to take back your workday and shrink the inbox!*

Explore practical strategies to reduce email-related stress while setting guardrails to improve productivity. In an always-on culture, it's not about work-life balance. *It's digital wellness and tech-life balance.*

**Don't let your inbox dictate your day. Take back your agenda!**

*Ask about our systems-specific training for Microsoft Teams or Gmail!*



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

- T.M.

Senior Clinical Trial Manager,  
Vertex Pharmaceuticals

## LEARN HOW TO:

- ✓ **Manage digital distractions** and reduce decision fatigue
- ✓ **Organize your inbox** with easy rules and shortcuts
- ✓ **Change your behavior** to minimize unnecessary email ping-pong

PLAY VIDEO



## PERFECT FOR PEOPLE WHO:

- Rely heavily on email
- Are constantly checking notifications
- Feel overwhelmed by the volume of email