

FREE

'Getting Your Inbox to Zero' in-house workshop when you book 3 places on our public workshop



Think Productive have teamed up with Train to Gain to offer grants to charities to access our popular 'Getting Your Inbox to Zero' in-house workshop absolutely free when you book 3 places on our public 'How to Get Things Done' workshop costing just £500 (usual price £1600).

If your inbox is out of control and email is taking over your working life, spend half a day with us and we'll help you get it under control. We'll work with you through our 'at-desk' coaching, to reduce or clear your inbox by the time we leave.

Your charity will develop a new way to think about email, gain tools to convert emails into actions, plus tips, tricks and tried and tested 'ninja email' moves.

What you'll learn

- Learn to distinguish 'connectivity' from 'productivity'
- Learn tips, tricks and tools to process email more productively
- Learn the power of 'batch processing'
- Combat 'email distraction'
- Improve your email etiquette
- Reduce company-reliance on unnecessary email
- Change the way you think about email - forever



What you'll do

- **Actually get your inbox to zero** (or at the very least be close to it!) by the end of the 3 hours
- Implement the structures to help manage email volume and keep your inbox clear
- Create 'rules' and tactics to reduce the volume of emails that actually enter your inbox

The Train to gain offer explained

- Buy 3 places on our public 'How to Get Things Done' workshop. These run regularly in London. Our upcoming dates are as follows:
 - Tuesday 16th November 2010
 - Wednesday 9th February 2011
 - Wednesday 30th March 2011
- Get an in-house 'Getting Your Inbox to Zero' workshop (for up to 15 people) absolutely free
- So potentially, you could train 18 people for the price of training 3!

Eligibility

- You must be a registered charity
- Your charity must have between 5 and 249 PAYE staff
- The charity is not to have had the grant previously
- The grant must be accessed by someone with management responsibility
- Your charity must be located within Greater London

For more information about our 'How to Get Things Done' public workshop please visit

<http://www.thinkproductive.co.uk/london>

This grant is only available until January 2011. The offer is limited to 1 workshop per charity (workshops can cover up to 15 people). This funding is provided by Train to Gain, is easy to access and full administrative support is provided to help your charity to apply.

Call +44 (0) 207 183 5673

...and we will be able to tell you if your charity is eligible*- and if so, allow you to take full advantage of this offer straight away!



Remember this offer is only available until January 2011.

*You have the option to pull out or pay the full price if your company is not legible.