

**\*\*50%\*\* off**

## **'Getting Your Inbox to Zero' workshop available for your organisation**



Think Productive have teamed up with Train to Gain to offer grants to companies to access our popular 'Getting Your Inbox to Zero' workshop for just £1000 (usual price £2000).

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 organisation 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

### **Eligibility**

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

This grant is only available until January 2011. The offer is limited to 1 workshop per organisation (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 organisation to apply.

**Call +44 (0) 207 183 5673**

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



**Alternatively your organisation could access our 'How to Get Things Done' workshop for just £1500!! (usual price £2500) Call now to find out more.**

**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.