THINK productive

Getting Your Inbox to Zero

Our practical email training ensures real change happens during the workshop, rather than just talking about it!

Master the Art of Getting Your Inbox to Zero

Is your team drowning in emails? Spending countless hours searching for files, sifting through old messages, and feeling constantly overwhelmed by the deluge? They're not alone. For many of us, each email notification triggers anxiety—an urgent demand or another decision to make. But it really is possible to get your inbox to zero and keep it there.

Why not change that narrative for your group? If your team is overloaded and email is taking over their working life, let them spend half a day with us and we'll help them get it all under control. You'll all see email in a different way and learn to love it again.

A fully customisable session

We recommend:

In-person or online | 3hrs | Up to 15 people

What you'll learn & do

During this hands-on session, your people will discover:

- How to get your inbox to zero on the day, and know how to keep it there
- A system for converting email into clear actions, not just an endless list to reread
- Ninja-style email moves built for your organization's own software
- Where AI fits in, using tools like Copilot and Gemini to triage, reply and search, without losing your voice or judgement

94% of participants would recommend our workshops

Who is this workshop for?

- You're an HR or L&D lead looking for a half-day session with an immediate, visible result, participants leave with inbox zero, not just good intentions
- You manage a team that's constantly reactive, distracted by notifications and context-switching instead of focusing on what matters
- Your people are drowning in email, spending so much time in their inbox that it's eating into time for actual work
- Your team's inbox habits are already decent, but you want to reduce mental load, speed up decisions and reclaim hours every week

What this workshop offers

- **Learning by doing.** Practical, individual at-desk implementation, supported live by your Productivity Ninja
- **A system, not a quick fix.** Everyone leaves with a working inbox and the habits to maintain it, not a to-do list of things to set up later
- **A format that fits.** Half-day session, in person or live online, for up to 15 people. We can also deliver a keynote version for an unlimited group size.
- **AI as an ally.** Practical ways to use tools like Copilot and Gemini to triage and clear clutter, without replacing your judgement
- **Learning that lasts.** Every participant gets access to the Productivity Ninja® Academy.

What you'll do

You'll start by converting your existing inbox into clear, actionable decisions, working at your own desk with individual support rather than following along with a generic demo. From there, you'll learn Ninja-style moves specific to your organization's software, so what you learn fits how you actually work, not a hypothetical setup.

You'll also look at where AI can genuinely help, triaging, replying, searching and clearing clutter, without losing your own voice or judgement in the process. By the end of the session, your inbox will be at zero, or as close to it as it's ever been, and you'll have a system built to keep it that way.

What happens when inbox management works

When teams learn to communicate with intention, everything changes:

- Inbox zero stops being a one-off event and becomes the normal state
- Notifications stop dictating the shape of the day
- Decisions get made once, not revisited every time an email gets reopened
- Focus and deep work get protected, instead of constantly interrupted

Volunteer Centre Camden

"Did what it said on the tin. I got my inbox to zero and it's staying that way."

Benefits & Results

The most immediate benefit is practical: everyone leaves with a clear inbox and the system to keep it that way, from converting email into action to protecting focus from constant notifications. But the bigger shift is in mindset. Once people stop treating their inbox as a to-do list and start treating it as a tool they control, they make better decisions about their day without needing anyone to police it.

And because every participant gets access to the Productivity Ninja® Academy, the learning carries on well past the session itself.

What your organization gets

One half-day session, for up to 15 people, and a shared approach to email across your team. That matters more than it sounds. When everyone's clearing their inbox the same way, conversations about workload and response times get easier, and the habits stick because everyone around you is building them too. Many organizations use this session as a quick, visible win before moving into deeper workshops and programmes; others find one session is enough to change how the whole team works.

99%

of participants get their inbox to zero on the day, or within 24 hours of the workshop

Why it matters

Email overload isn't a discipline problem, it's a systems problem. Without one, every inbox eventually wins.

- Constant notifications and context-switching pull focus away from real work
- Emails pile up because there's no clear system for converting them into decisions or actions
- Without a repeatable process, "getting on top of email" becomes a recurring, never-finished task

---

"Did what it said on the tin – I got my inbox to zero and it's staying that way."

May Geasley

Volunteer Centre Camden

Your workshop. Your way.

We recommend a **3-hour** workshop for a team of up to **15 people**, but like all our workshops, it can also be tailored to your exact needs.

Available options:

Formats

In-person, Online

Group size

Recommended: Up to 15 | Large keynote: Unlimited

Duration

Standard: 3 hours | Keynote length: 1.5-2 hrs