



## Effective Inbox Management Workshop

**Introduction:** e-mail is a massively useful tool but with the volume of messages we all receive and send it can become overwhelming and out of control. A tidy and in control mailbox is something we all aspire to and this course will help you regain control of your e-mail communications.

In this brief session we will look at the reasons e-mails become out of control and examine tools and techniques for keeping in touch whilst keeping the volume of communication manageable

### Overview

This course will show you how to use your time most effectively. You will return to work with a personalised Action Plan for how you can make lasting improvements to how you manage your time.

Being able to effectively manage our time and priorities can increase productivity and job satisfaction as well as reducing stress.

Our expert trainers can show you how to make sure that you are focusing your time and energy on your most important tasks. They will also show you how to spot and avoid 'time vampires' that consume your time.

### Prerequisites

There are no prerequisites for this course as it is aimed at individuals who would like to manage their time more effectively primarily at work, but the techniques learnt will also be beneficial in all aspects of delegates' lives.

**Objectives: By the end of this workshop you will understand clearly:**

- Why your inbox gets out of control
- Simple rules you can use to allow you to process emails efficiently and effectively
- Tips for using Outlook (and other email applications) most effectively

### How You Currently Spend Your Time

- Understanding what's important to you
- how your personal values impact your time
- Time Stealers
- Procrastination

### Planning Your Time Whilst Remaining Flexible

- Prioritising - Urgent vs important using the Eisenhower Matrix
- Planning tools and tips including the four D's of time management
- Dealing with time vampires
- Techniques & Approaches to Help A,B,C,
- Biorhythm's- learn how to harness your energy

### The Importance of Personal Goals

- One month goal plan
- My one year goal plan
- More ways I can make extra time