Triage Your Inbox

The Triage View

The Triage View and process is a remarkably simple way to get control of your inbox. Not only will you feel much more organised, but it will also save an enormous amount of time and energy otherwise spent re-reading and re-prioritising emails every time you visit your inbox.

It will also save a surprising amount of head space and free you up from having to rely on your memory to keep track of everything you have to do. Plus, you'll have more time to focus on the things that really matter in your role.

This revolutionary Triage View and process cuts through email volumes like a hot knife through butter!

What you learn will change the way you work forever!

Program Outline

Step 1
· 'Kick off' and introduction (30 mins)
· Set up the new Triage View of your Inbox (15 mins)
· Tutorial on how to use this new view (45 mins)

Step 2
· Implement, practice and consolidate over the following week(s)

Step 3
· Group coaching session (60 mins) to review progress, troubleshoot and fine-tune your settings.

Step 4
· Reach out any time for 1:1 online coaching support, especially if an inbox 'clean up' is needed.

On Demand Program

- Start when you want at any time
- Progress at your own pace
- Unlimited 1:1 coaching support

Cost to Attend

$595 + GST per person

⇄ PROGRAM OBJECTIVES

❑ Establish a proven method to get and keep the inbox organised and under control
❑ Reduce visual and mental distraction
❑ Eliminate re-reading and re-analysing of email
❑ Free up time and headspace for higher order thinking, projects and priorities

🏆 PROGRAM OUTCOMES

✓ Improve your confidence, self esteem and morale
✓ Create a proactive working focus
✓ End each day with an organised inbox, clear mind and sense of calm
✓ Reduce email time by 25-40%
✓ Eliminate a major cause of stress, frustration, overwhelm and dissatisfaction

☷ REQUIREMENTS

- Watch training on one screen and immediately implement your learnings on a second screen.

- This program and 'how to' steps apply only for Outlook desktop versions on a PC, including Office 365 (not web or Mac).