



# Get Your Inbox Down to Zero: from How to be a Productivity Ninja

*By Graham Allcott*

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## Get Your Inbox Down to Zero: from How to be a Productivity Ninja By Graham Allcott

Is your inbox overloaded? Feel like your email is controlling your life?

You need the ninja way of email management!

In this short ebook, an edited extract from Graham Allcott's acclaimed *How to be a Productivity Ninja*, you'll learn the simple skills to get your inbox down to zero - and keep it there, day after day.

Following Allcott's straightforward advice, anyone - from a student to a Chief Executive - can keep on top of their messages and feel in command, calm and up to date. You'll learn to be ruthless, to separate thinking from doing, and how to make your email inbox work for you - and not the other way around!

Since 2009, when they were founded by best-selling author Graham Allcott, their range of practical, human and straight to the point workshops have been transforming the productivity of leading companies and organizations around the world.

Think Productive are passionate about Productivity. Their Productivity Ninjas (that's what they call their coaches) deliver workshops, practical coaching and consultancy to help people get more done, with less stress.

Think Productive structure their sessions to include workshop-room time as well as at-desk coaching. So on 'Getting Your Inbox to Zero' for example, people actually GET their inboxes to zero by the end of the 3 hours – not just talk about it.

They offer an email follow-up service to help make sure the learning sticks and are available on email to answer follow-up questions. The Ninjas know all the best tips and tricks for Outlook, Gmail, PC, Mac, pen and paper, iPhone, Android and whatever else you might use!

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## **Get Your Inbox Down to Zero: from How to be a Productivity Ninja By Graham Allcott Bibliography**

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### **Editorial Review**

About the Author

**Graham Allcott** is a productivity trainer, social entrepreneur and founder of Think Productive. His company runs public workshops throughout the world and also run in-house workshops for staff at a range of organizations, including eBay, the Bill & Melinda Gates Foundation, American Express and GlaxoSmithKline.

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