

# Take Control of Your Inbox



Today's professionals are busier than ever before. The average person receives hundreds of emails per day and it is only increasing. Implementing a system to take control of your inbox is essential to minimizing the potential for mistakes and increasing productivity.

Learn the basics of controlling your inbox through an interactive demonstration with Christina Lambert, digital productivity strategist for Productive Power. Christina provides actionable techniques for reducing the number of incoming emails, calls, and texts received as well as increasing efficiency in processing them.

Participants learn to:

- Reduce email volume using rules, blocking, and unsubscribing
- Eliminate distractions by customizing Outlook settings
- Save time by eliminating inbox subfolders
- Streamline workflow associated with email, calls and texts

Controlling communications is only one piece of the puzzle when it comes to productivity. To learn more about Productive Power's digital productivity training services contact:



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