

Outlook Inbox Zero

Take Control of Your Inbox and Reclaim Valuable Time

1-Hour Workshop

Email overload is one of the biggest productivity challenges facing modern workplaces. Many professionals spend hours each week managing overflowing inboxes, searching for important messages, responding to urgent requests, and trying to keep track of actions and commitments.

This practical one-hour workshop introduces participants to the Inbox Zero approach using Microsoft Outlook. Attendees will learn proven techniques for organising email, prioritising communications, reducing inbox clutter, and developing sustainable habits that improve productivity and focus.

Designed for busy professionals, this workshop provides practical strategies that can be implemented immediately to reduce email stress, improve responsiveness, and create a more organised workday.

Business Benefit

A crowded inbox can lead to:

- Missed deadlines and actions
- Reduced productivity
- Constant distractions and interruptions
- Difficulty locating important information
- Increased workplace stress

This workshop helps participants establish a structured approach to email management that improves efficiency without requiring significant changes to existing workflows.

Participants will learn how to:

- Process emails more efficiently
- Reduce inbox clutter
- Prioritise important communications
- Spend less time searching for information
- Improve focus throughout the workday
- Create sustainable email management habits

Effective email management is a critical workplace skill. By applying Inbox Zero principles and leveraging Outlook's built-in productivity features, employees can spend less time managing email, improve responsiveness, reduce distractions, and focus more attention on high-value work.

Learning Outcomes

After completing this workshop, participants will be able to:

- Apply the principles of Inbox Zero effectively
 - Organise Outlook using folders, categories, and flags
 - Process emails more quickly and consistently
 - Prioritise communications based on importance and action required
 - Automate routine email management tasks
 - Reduce inbox clutter and unnecessary distractions
 - Improve productivity and focus throughout the workday
 - Develop sustainable habits for long-term inbox management
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Target Audience

This workshop is ideal for:

- Administrative Professionals
 - Executive Assistants
 - Managers and Team Leaders
 - Project Coordinators
 - Customer Service Staff
 - Sales Professionals
 - Office Administrators
 - Anyone managing a high volume of email
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Delivery Method

This instructor-led workshop combines practical demonstrations, productivity techniques, and hands-on exercises using Microsoft Outlook. Participants will leave with a structured approach to email management that can be implemented immediately.

Duration & Cost

1 Hour Instructor-Led Workshop

Cost: \$150+GST per person

Prerequisites

- Basic experience using Microsoft Outlook
 - A desire to improve personal productivity and email management
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Workshop Content

Understanding the Inbox Zero Methodology

Learn the principles behind Inbox Zero and how effective email management contributes to improved productivity and reduced workplace stress.

Business Outcome

Gain control of your inbox and reduce the mental burden associated with email overload.

Organising Outlook for Success

Discover how folders, categories, flags, and search features can be used to create a structured and efficient email management system.

Business Outcome

Improve visibility of priorities and reduce time spent locating information.

Processing Emails More Efficiently

Learn a practical framework for making quick decisions about incoming email and preventing messages from being repeatedly reviewed.

Topics include:

- Delete
- Delegate
- Do
- Defer

Business Outcome

Reduce the time spent managing email while improving responsiveness.

Automating Routine Tasks

Explore Outlook features that help eliminate repetitive manual work, including Rules, Quick Steps, Focused Inbox, and search tools.

Business Outcome

Increase efficiency by automating common email management activities.

Building Long-Term Email Productivity Habits

Develop practical techniques for maintaining Inbox Zero and preventing inboxes from becoming unmanageable over time.

Business Outcome

Create sustainable processes that support productivity and focus.
