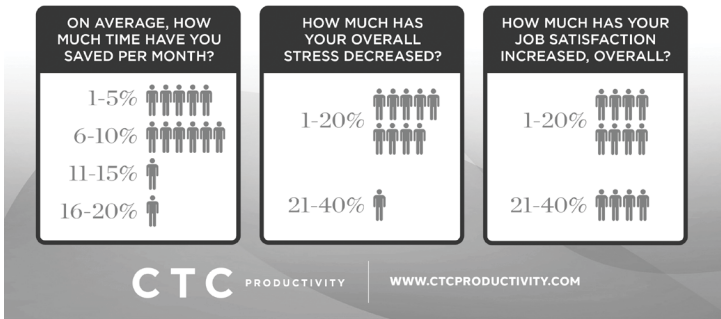


but also job satisfaction. Here are the results from one company training session:

TRAINING METRICS – ONE MONTH POST TRAINING



If you find yourself leaving your inbox full of emails to “refer” to later, I encourage you to try another way of organizing your inbox. I promise that you have other options, and it’s easier than you think.

THE TO-DO-LIST METHOD

For many leaders I work with, transitioning from the reference-file method to the to-do-list method is a huge game changer. By using your inbox as a to-do list, you leave emails that you need to act on in your inbox, and the rest are filed away in folders that can be easily referenced.

Most of my clients who are reluctant to make the switch from the reference-file method to a to-do-list approach