



Practice Advancement Program

Productivity: Zero Inbox Execution Workshop

Course Description

The first step to any productivity model is creating a physical and mental space in which to work. In this workshop, we focus on changing the relationship with your inbox, leveraging technology and building new habits in order to reach “Mind Like Water.”

Syllabus

Session 1: Mind like Water and Capacity Inventory

- Assessing your “mental real estate”
- Conducting an “attention inventory”
- Identifying sources of digital “open loops” (internal and external)
- The Enemies of “Mind Like Water”

Session 2: Setting up for Success

- Redefining your relationship with your inbox
- Creating an infrastructure for organizing inputs
 - Boomerangs
 - Sweep Folders
 - Rules and Automations

Session 3: Achieving Zero Inbox

- Purge: Clearing out the old
- Triage: Using the 4-Ds
- Habits: Processing the ongoing inputs

Session 4: Tools to Maintain Zero Inbox

- Integrations
- Tasks Management Systems
- Other technology (calendars, voice assistants, etc.)

*PREREQUISITES: This workshop is available to Advantage and Premium members who have completed the Productivity Course.