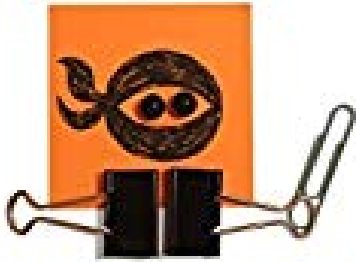


Get Your Inbox Down to Zero: from How to be a Productivity Ninja

GET YOUR
INBOX DOWN
TO ZERO



GRAHAM ALLCOTT
AUTHOR OF *HOW TO BE A PRODUCTIVITY NINJA*
AND *HOW TO BE A KNOWLEDGE NINJA*

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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 ruth, to separate thinking from doing, and how to make your email inbox work for you - and not the other way around!