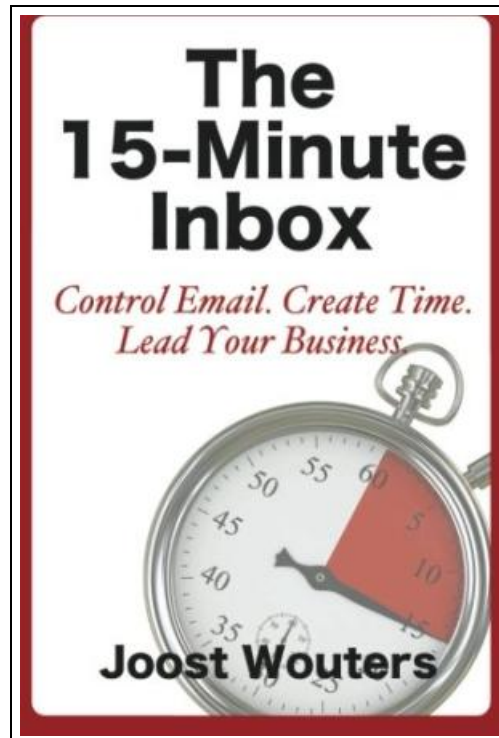


The 15-Minute Inbox: Control Email. Create Time. Lead Your Business. (Paperback)



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Reviews

Here is the very best book i have study until now. It is rally fascinating throug looking at period of time. It is extremely difficult to leave it before concluding, once you begin to read the book.
(Dr. Blaze Runolfsson IV)

THE 15-MINUTE INBOX: CONTROL EMAIL. CREATE TIME. LEAD YOUR BUSINESS. (PAPERBACK)



Createspace Independent Publishing Platform, 2013. Paperback. Condition: New. Language: English . Brand New Book ***** Print on Demand *****. Finally a how to book that delivers on its promise. Highly recommend to anyone - senior executive, CEO, entrepreneur or just starting out on your career. In The 15-Minute Inbox, international business consultant Joost Wouters offers a solution to control your email, create time and spend it instead on activities that really matter. More than a quick fix or another how-to guide, The 15-Minute Inbox offers a simple yet powerful approach for everyone who prefers to be a proactive business builder instead of a reactive firefighter. With the introduction of the four M.A.I.L. steps, Joost has created a complete process that will guide you in your journey towards mastering your inbox. You will look at the mindsets and habits you need to change to get your inbox under control in 15 minutes or less. You will find ways to automate a big chunk of your email management and apply the limited actions that are possible to treat each email. You will set up a structure that will help you to implement the new behavior and integrate it in your daily work. And most importantly, you will create clarity about what you will do with all the additional time you have created and on what activities and projects you should spend it instead. Joost Wouters - who has been invited by the management teams of many multinational firms all over the world - reveals the way to make best use of your two most precious assets: your time and your attention. Reviews This is one of the few how-to books that really delivers on promise. After just a week and a half and only halfway through the book, I had my first...



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