



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

By Joost Wouters

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....

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