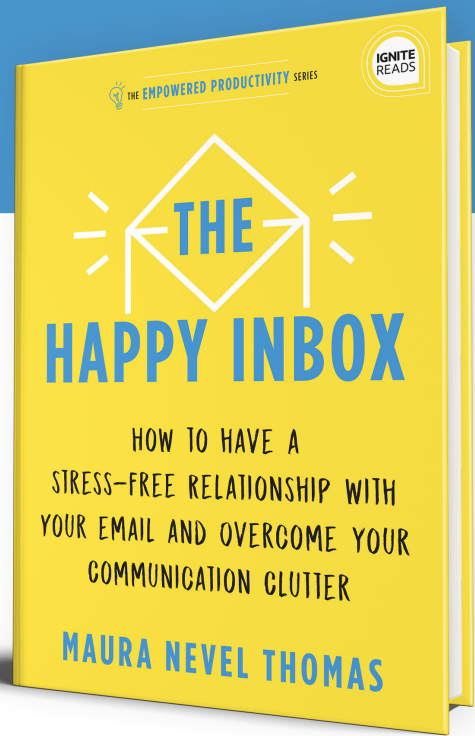


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# A Guide for Overcoming Communication Clutter:

*The Happy Inbox*

By Maura Nevel Thomas

Includes printable worksheet for meeting participants  
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## BOOK DISCUSSION QUESTIONS

### CHAPTER 1:

1. Do you believe that clearing out your inbox (using it only for receiving and processing messages, not for storing them) will make you feel better?
2. Do you intend to try it?
3. Are you currently using any rules to filter messages to your primary inbox?

### CHAPTER 2:

1. What do you think will be the implications of pausing or closing your email inbox and checking your messages less frequently?
2. Whether you think it would be helpful or not, do you plan to test your hypothesis?

### CHAPTER 3:

1. Do you think using the T.E.S.S.T. Process will provide the “bias for action” the author discusses?
2. Do you have any creative ideas for “empowering others” by delegating?

### CHAPTER 4:

1. How many of the email best practices do you engage in?
2. Do you think adopting more of them will reduce the number of messages you receive?

### CHAPTER 5:

1. Which of the meeting management techniques do you think will make the biggest difference for you?
2. Do you think the strategies will help you decline some meeting invitations in the future so you can reclaim time in your day to get more important work done?

# MAKE PEACE WITH YOUR INBOX.

**Contact us to learn more or tell us about how this Discussion Guide sparked impact for you and your team!**

Corporate Account Manager – Lance Vanderhagen | Phone: 630-961-3900 x 247 | Toll-free 800-900-3427 x 247 | Email: lance.vanderhagen@sourcebooks.com