


# EMAIL EXTINGUISHER


Simple steps to shrink the inbox.




Do you have an inbox full of emails and don't know where to start?  
Do you use your inbox as your task list?

Get the tools you need to break out of email jail.

 Overcome email **anxiety**  
and **addiction**

 **Shrink your inbox** with  
rules, filters, and newsletter  
organization

 Communicate  
**effectively** to shut down  
with **Inbox Zero**.

*By using your tips, I reduced my unread email from 3,247 to 98 and consolidated 57 folders to 22 in two hours. I'm so relieved to have been able to make so much progress in such a short amount of time. My success is because of you. I'm a believer!*

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- **Tammy Ice**

Site and Patient Solutions Lead, UCB Biosciences

## MEET MARCEY RADER



**MARCEY RADER:** Not. Like. The Others. Sure, an accomplished corporate climber, entrepreneur, coach, and speaker. Yes, founder of Marcey Rader Coaching, LLC and the Work Well. Play More!® Institute. Indeed, the best-selling author of two books - *Beyond Travel: A Road Warrior's Survival Guide* and *Hack the Mobile Lifestyle: 6 Steps to Work Well and Play More!* and creator of the Work Well. Play More! Health and Productivity for High Achievers online course. And yep – regularly featured in lifestyle and training media outlets.

Marcey hearts healthy, balanced productivity. But more importantly? She might be the most fun friend you and your team ever meet on your journeys to professional greatness.



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