



# LeanMail

Breaking email

An overview

## Managing email is pretty simple:

1. Delete the junk
2. File emails we want to save
3. Respond to easy mails
4. Then get to the rest when we have time and energy.

But, as we all know, it's not that simple.



# The email factory.

Most people don't see Outlook as  
a factory, but they should.

We've all been managing 20.000-  
50.000 emails each year; spending 20-  
40% of our time doing it.

For decades, we didn't recognize the  
need to standardize email best  
practices.

Until now.



### **Complete control**

The idea that you can't have control over your inbox comes from years of working harder not smarter. You can have complete control, and what's more, you deserve it.

### **Increased profitability**

Control gives you the ability to make and act upon decisions, like what is important and urgent. Once you get in front of the part of your business where you spend about a third of your day, profitability has to increase.

### **Reduced Stress**

Not everyone is stressed by not having an overview or too great a volume to control in their inbox, but the majority of us are. Let's get rid of most of that once and for all.

# It's waiting for you.



## Finite.

Time is not a resources that you can replace when you run out of it.

Because we spend 20-40% of our day in our inbox, managing email efficiently is a requirement for almost all knowledge workers today.

## Leverage.

What you can do is leverage your time well.

While being efficient is about doing things right, effectiveness is about doing the right things.

The LeanMail method has been carefully formulated to combine efficiency and effectiveness into an unbeatable productivity tool, bridging the technical and logical requirements with user-friendliness.

# Why LeanMail?

Because time is your most precious resource.

# Software isn't enough.



## Software

Extra software is needed to meet the demands of businesses that recognize that we can't continue using the same tools we used 25 years ago.



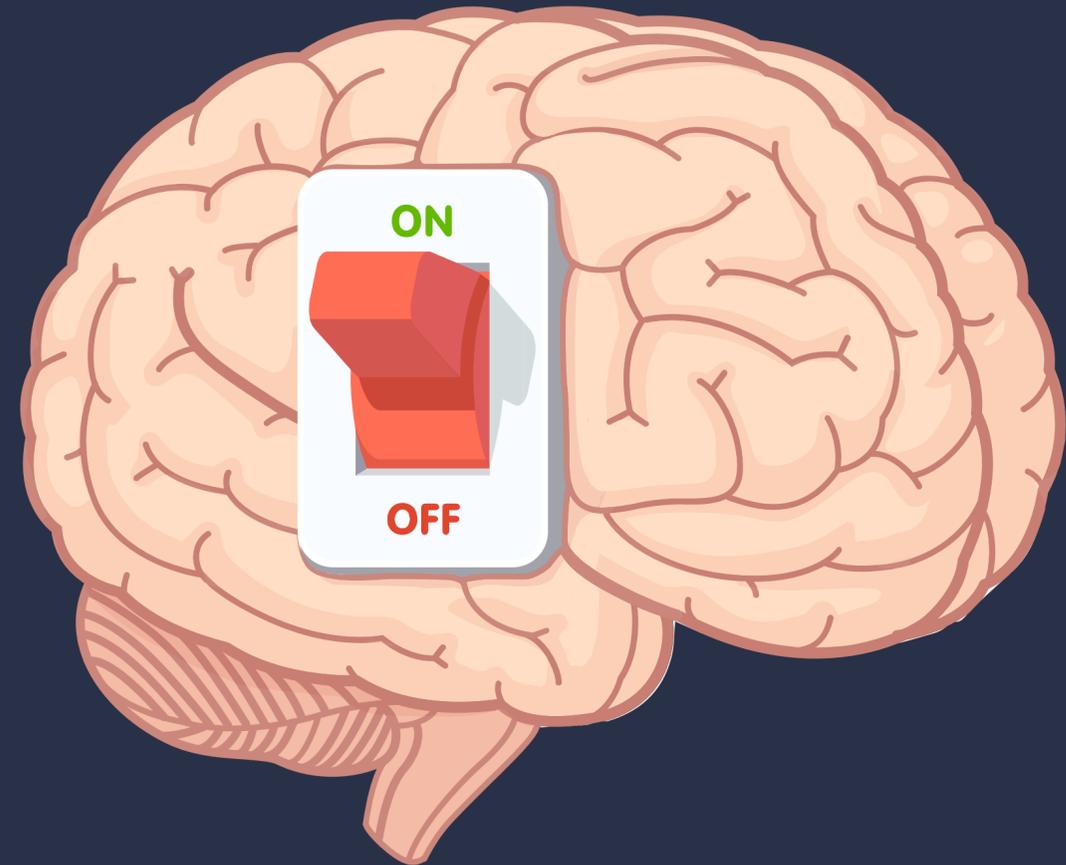
## LEARNING

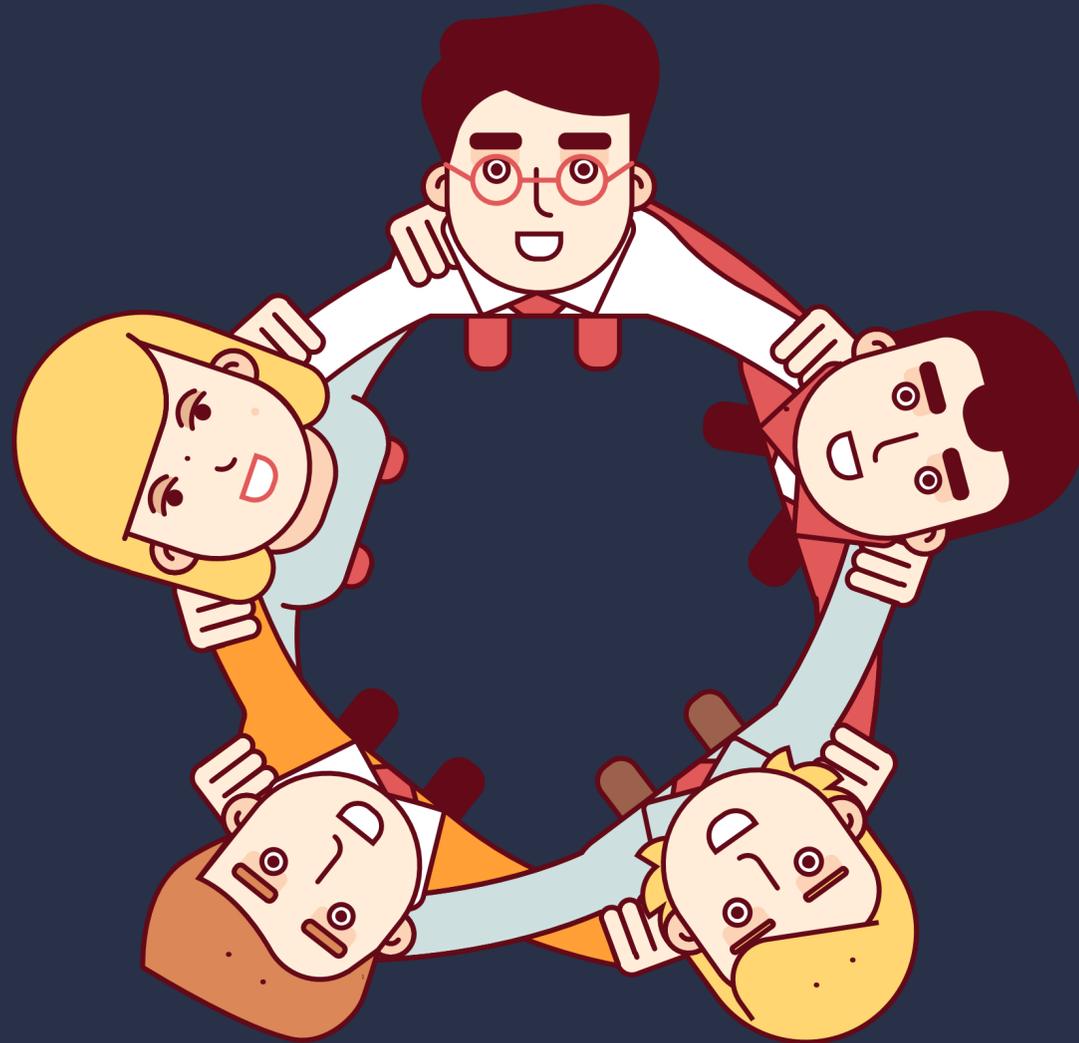
If more software could have fixed it, Microsoft would have released *Outlook for Business* years ago. Training is necessary to introduce new concepts and build strong habits



## Coaching

Habits take time to establish. As change management experts, we recognize that putting concepts into practice is only part of the process. Coaching is indispensable for handling individual challenges.





## People first

As the years progress, there is a tendency to put technology before people. Typically, an organization diagnoses a problem, buys the software, then asks the employees why they don't use it properly. The answer is almost always: *I never asked for this!*

LeanMail puts people first.

# Determine and respect where people are.

## Individual awareness

We are all wonderfully perfect people with our own perceptions of the world around us.

## Individual need

Not everyone receives 150 emails per day; nor does everyone see value in being 100% productive in their inbox.

## Individual change readiness

Even when there is keen awareness and the desire to be 100% productive, everybody has their own pace at which they can change.



# Assessments

## People are not numbers

Before, throughout and after any training, we establish our participants' awareness, needs and readiness for change. This allows us to support them individually throughout the learning process.



## Step-by-step

Participants decide their own journey

**Where you start doesn't matter**

All our learning modules connect together like Lego bricks, so you can begin with any module you like and decide to add – or not, as you go along.



# Modules

Choice is a great thing to have.



## Which modules should you take?

Deciding which modules to take should be the personal choice of each participant. Whether they start with one module, like InstantArchive, the three modules that make up the LeanMail Suite, or just Inbox480 to help with volume, should be decided on an individual basis.

Of course we are happy to consult with our customers on ensuring a good fit for all.

Quick and  
easy start to  
LeanMail



# Module: InstantArchive

If you want to introduce just one module with the least amount of training, disruption and change management, InstantArchive is a good choice.



### InstantArchive

File and find your emails instantly

### Prioritize

Work according to your priorities – instead of last in, first out.

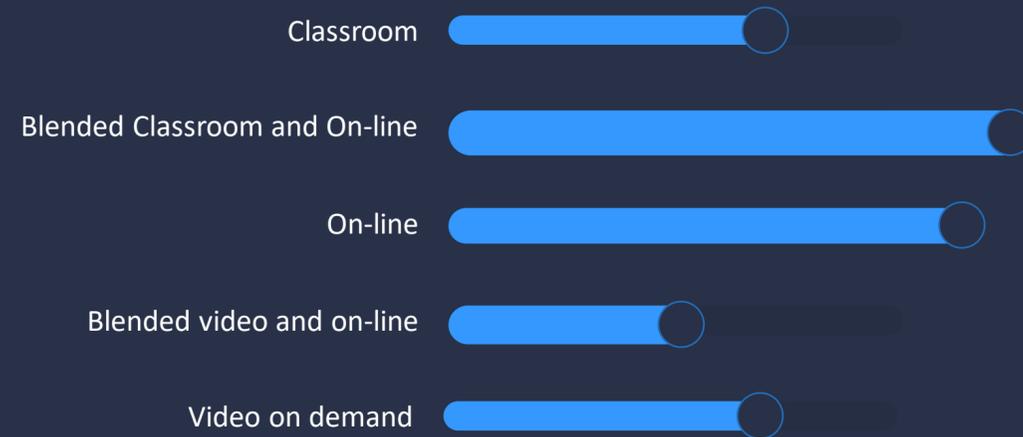
### Plan

Take notes directly on emails and load-balance so that mails are actioned according to when they are due.

# LeanMail Suite.

Combine three powerful tools at once.

# Five types of learning\*.



### Choose one or all five

Every organization has different needs and resources. Our aim is to provide excellent learning possibilities no matter the framework in which we operate.

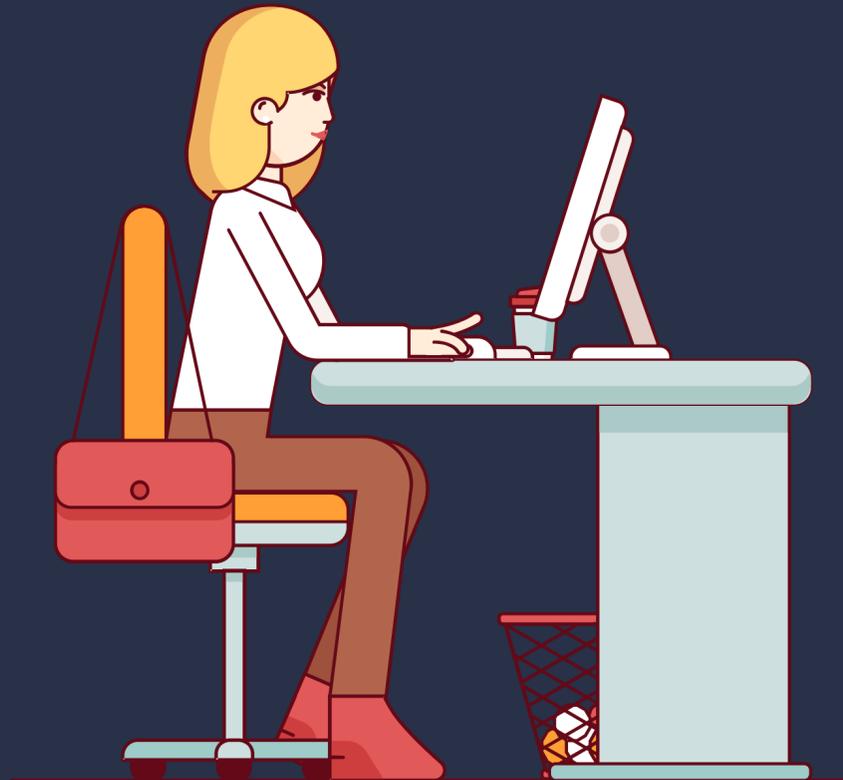


\*Bars show degree of popularity among our customers

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### Personal care.

Leaders become leaders for a reason. They are different. That's something we can not ignore and still provide individualized service.



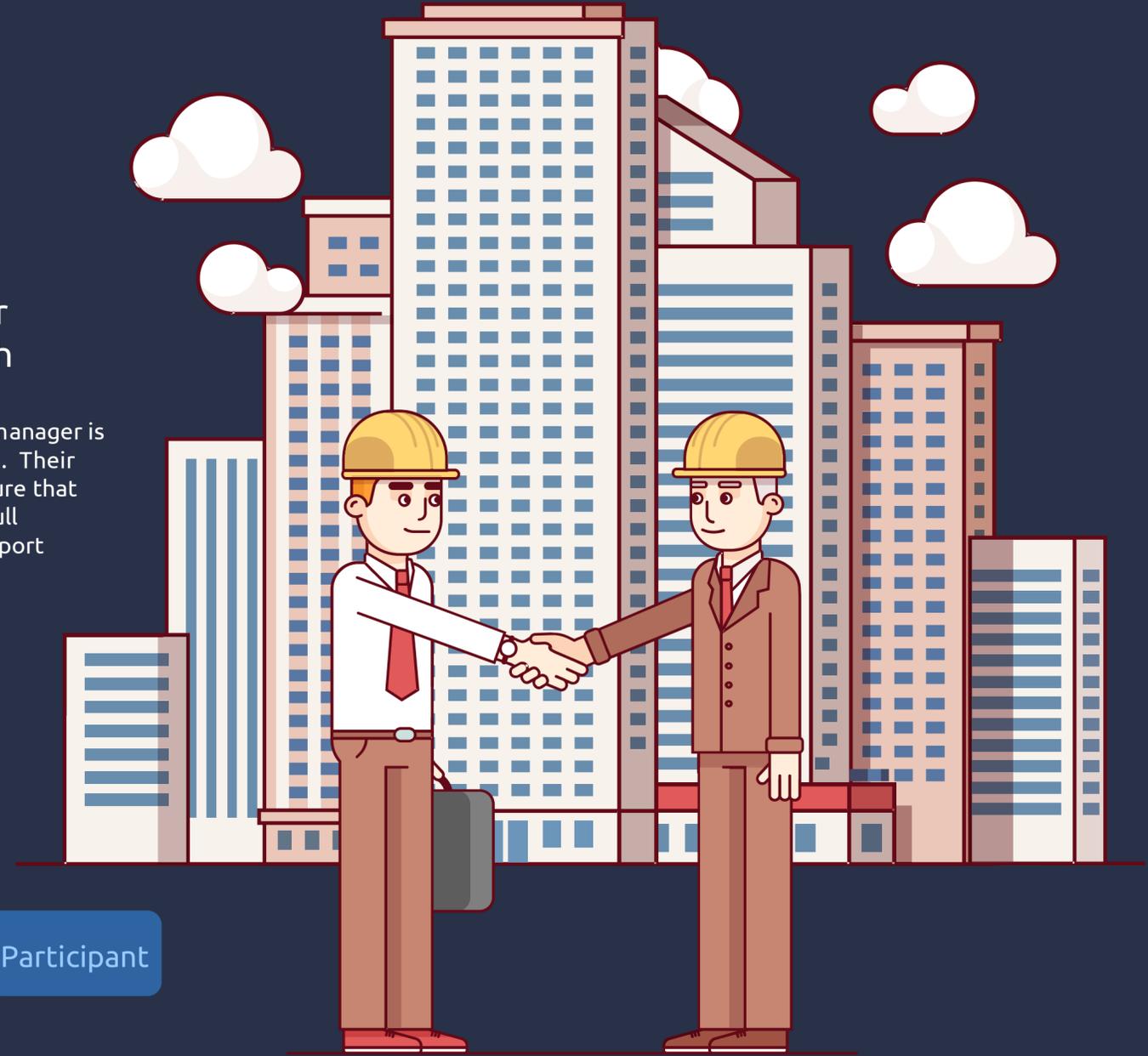
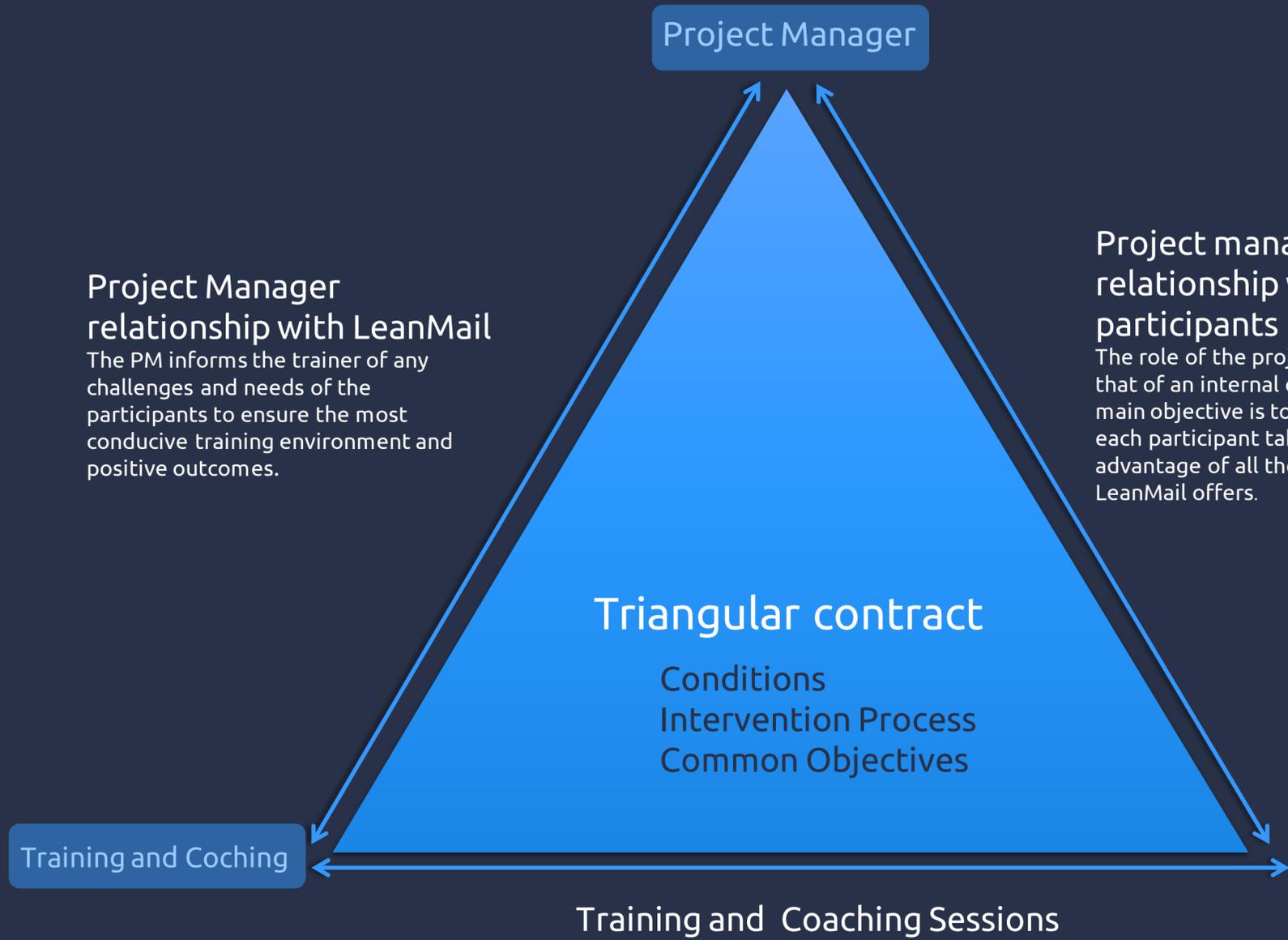
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### Personal training.

For those executives who require personal care, we provide personal training and coaching.

**1:1 for  
executives.**

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# Roadmap.



## Ready

- Project manager chosen
- KPI's determined
- Software acceptance
- Participants selected and diagnosed
- Scheduling



## Set

- Selected modules/Participants determined
- Software installed
- Participants prepared



## Go

- Training & coaching executed
- Extra sessions for missed training
- Results tabulated
- Reporting

# Collaboration

Let's team up and find the right solutions for you and your team.  
Together, we can design a solution that meets all the needs of each individual in your organization.



# TESTIMONIALS

What our customers are saying

"This is really one of the best "gifts" I have been given in my time at DHL."

Anders Ullerup, Manager DHL Express

"...It has personally helped me reduce my email management time by 50%..."

George Trachilis, Founder Lean Leadership Institute

"...I have reduced my to-do time by more than 50%..."

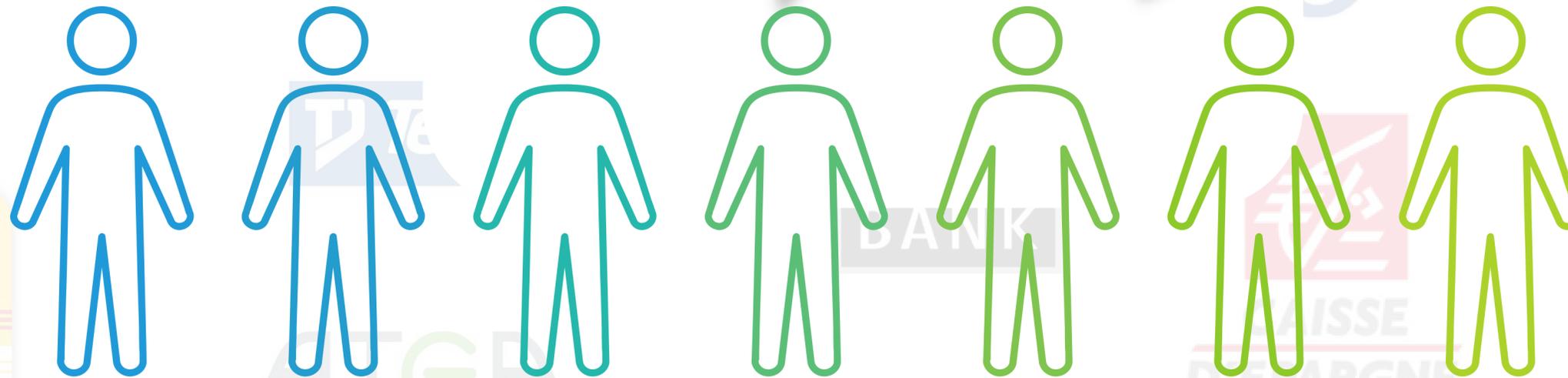
Gert Hansen, Site & Security Manager Group Security Specialist, Strålfors A/S

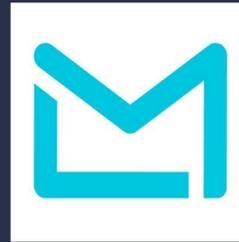
"To remove LeanMail from my computer would be cruel."

- LeanMail user

"Wow, what a great assistant in my daily work!"

Magnus Weberg, Country Manager, Sweden, HP





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