

ClearSkies.

Episode 4

HELP! My Inbox is Killing Me:
Chasing Inbox Zero
Without Losing Your Mind



WELCOME to Clear Skies

Your Hosts:



Caroline Clark



Jim Hake

A Fun Little Quick Quiz



Which email would people usually open first?

- You won a free cruise!
- [Need to Reschedule - 11am Meeting](#)
- Your Car's Extended Warranty
- Your Package has been Delayed



An email marked 'URGENT' from three weeks ago...

Would you:

- Archive it
- Delete it
- [Respond now](#)
- Snooze it

A Fun Little Quick Quiz



AI or Human: Who would do these tasks better?

- Categorizing 500 emails into folders in 10 seconds
- Writing a reply to a confused customer
- Finding the most urgent message in an overflowing inbox
- Deciding what can be ignored entirely

AI

Human

AI

Human

Fun Facts While We Wait



It's your time on the line.

The average professional spends over 2 hours per day managing email.

That's more than 500 hours a year—over 12 full workweeks spent in the inbox!



Multitasking? Not really.

Studies show that **every time** we switch tasks to check email, it can take several minutes to fully regain focus.



Disney World & Emails

The first email was sent in 1971 by computer engineer Ray Tomlinson.

That's the same year Disney world opened.

More than 50 years after the first email, and we're still trying to figure out how to manage our inboxes more efficiently!



Before the Roundtable begins...

Please take a moment to complete the poll that is about to come up on your screen.

Getting to Know You



Be honest—how many unread emails are currently sitting in your inbox?

- A. 100 or less
- B. 200 - 400
- C. 400 or more
- D. I'd rather not publicly shame myself



POLL: How do you currently feel about your inbox?

- A. I stay on top of it and keep it organized.
- B. It's manageable, but I spend too much time there.
- C. I'm constantly playing catch-up.
- D. My inbox is a disaster, and I've accepted my fate.

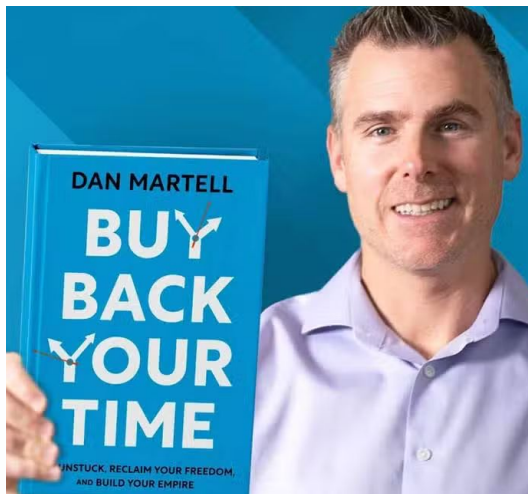
What is an email “Executive Assistant” and Why?

It started with “Buy Back Your Time” (Dan Martell)



The Connection

From Buying Back Time to Inbox Zero



- Dan Martell’s **Buy Back Your Time** gave me the framework: stop being the routing system for every task, message, and decision. Delegation is ALWAYS his first step.
- A virtual **Executive Assistant** helped, but made the missing process obvious (Time delays!).
- **Inbox Zero** became the practical bridge between delegation, AI, and daily email reality.
- How I met **Elie Steinbock**: He solved this same problem by writing a program with AI assistance.

The Inbox Champion Has Entered the Chat
Handing things over to Inbox Zero.



Elie Steinbock

Founder of Inbox Zero

If your inbox feels less like a communication tool and more like a game of digital whack-a-mole, you're not alone.

The goal isn't just an empty inbox—it's a less stressful workday and a smarter way to manage communication.



POLL RESULTS - THIS SHOW

Before AND During the Show, we asked
How many emails folks get a day and how
many are currently in their inbox.

POLL RESULTS - PRE SHOW



CLEAR SKIES · EPISODE 04 · PRE-SHOW POLL RESULTS

We asked. You answered. Painfully honestly.

10 responses · collected via pre-event poll

QUESTION 1

How many emails land in your inbox on a typical day?



Before AND During the Show, we asked How many emails folks get a day and how many are currently in their inbox.

QUESTION 2

How many unread emails are currently sitting in your inbox?

7/10

DIDN'T SAY

Only 3 people answered this one. Of those, **two** had 100 or less and **one** had 200–400. The other 7? Silence. And honestly — **that's its own kind of answer.**

THE TAKEAWAY

Most people think their inbox is **under control**. But 30% are already working a second job before lunch — and the majority who skipped Question 2 probably know exactly why. **Inbox Zero isn't a productivity tip. It's a lifestyle intervention.**



What's On Your Mind?

Let's open it up: Questions, insights, success stories, inbox confessions, and yes—even printer complaints.



Thank You for Joining Us

Here's to fewer emails, smarter workflows, and more time for what matters most.

Thank you for being with us today.



POLL RESULTS

These results give us a quick pulse check on where teams are today with AI—how aware they are, how far adoption has come, and how comfortable people feel using it in their day-to-day work.