



REVOLUTIONISE  
YOUR INBOX

*with Stewart Snooks*



# Revolutionise Your Inbox

for



Gmail

**A life-changing presentation  
that will transform the way  
you manage your Gmail inbox**

**Masterclass**

**\$495 +GST pp**

**Register here**

## FEATURING

- 1 x 3-hour online Masterclass
- Lots of 'live' interaction with chat, polls, Q&A, whiteboard, audio and video options to keep you engaged/involved
- No need to leave your desk - minimising time off the job away from the desk
- Watch training on one screen and immediately implement your learnings on a second screen.

These days, email is central to almost everything you do in your role. It is something you use all day, every day. It's the main method of receiving and managing your workload but how much formal training have you had in how

to do this in a truly effectively way?

Here's an opportunity to elevate and enhance your skills in this area. Research shows that by using email best practices, **you can save 74 minutes per day**. That equates to **39 full working days per year** or **15-18%** of salary cost per person per year.

This time and cost-effective online program teaches you the latest, proven cutting-edge strategies and techniques to get control of your email and workload.

What you learn will free up a surprising amount of time, energy and headspace that can be used for higher priority tasks, projects and activities.

With this Masterclass, you will also receive unlimited online coaching.

**UNLIMITED 1:1 ONLINE COACHING** – Additional support and screen sharing to troubleshoot roadblocks and ensure you stay on track between workshops

See details and register at [emailproductivity.com.au](https://emailproductivity.com.au)



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## PROGRAM OUTCOMES & ROI

- Reduce email time by 25-40+%
- Save 67 mins per day
- Save 35+ days per year
- Save 15-18% of salary cost
- Eliminate a major cause of stress, frustration, dissatisfaction, and burnout.
- Free up 15-20% of headspace
- Create a proactive working focus
- End each day with an organised inbox, clear mind and sense of calm
- Improve morale and self-esteem

## PROGRAM OBJECTIVES

- Get control of email interruptions
- Reduce distraction from your higher priority tasks and projects
- Establish a proven method to get and keep the inbox organised and under control.
- Set up a system to streamline and better manage workload
- Restructure email storage for quicker filing and retrieval

## WHO SHOULD ATTEND

- EAs/PAs
- Admin & Support staff
- Senior executives
- Business owners
- Line managers
- Outlook users

# PROGRAM OVERVIEW

## Module 1

### WHEN (save 19 mins)

- Shift working focus from Inbox to Calendar
- How often to check email
- Best times to schedule specific time for email
- Turn off all alerts
- Manage others' expectations

## Module 2

### WHAT (save 32+ mins)

- How to handle each new email only once
- Store WHAT you need, WHERE you need until WHEN you need it – free up headspace
- Set up the revolutionary Triage View of your inbox

## Module 3

- The proven and powerful 4D method
- Best frequency for 4D Triage vs 4D Treatment
- Convert email tasks into the calendar
- Advanced features for managing workload

## Module 4

- Identify the real bottleneck to your productivity
- 7 ways to speed up and automate email replies and processing
- Harness the hidden potential of Gmail tools – it's like having your own EA for email

## Module 5

### WHERE (save 23 mins)

- Reduce mailbox size
- Separate complete from incomplete
- Simplify email folders
- Use a single email folder for everything
- Harness the power of Search

## Module 6

### Q&A REVIEW

- Review your progress
- Fine-tune your new skills
- Troubleshoot any blockages
- Share new learnings and perspectives with peers
- Preview options for next steps and more wins

## Testimonials from recent program participants

*"I had to send this through to you...I attended your masterclass in Sydney last Wednesday and for the first time ever, I'm leaving for the weekend (I work Mon Thurs) with a clear inbox and I've also cleared my backlog. I can't thank you enough – the decluttering has also flown through to my desk and now my workspace is as clear as my inbox and my to do list. THANK YOU!"*

**Renee Brook | EA to General Manager, Motor Vehicles | Pickles**

*"Stewart is easy to communicate with and makes you feel at ease, nothing seemed like a silly question. Having worked with Outlook for 20 years it always amazes me what I don't know. His knowledge is priceless."*

**Deborah Paterson | Office Manager, Risk & Compliance | TAL**

*"I am no longer struggling with inbox overwhelm. This means I have more time to focus on the broader, more strategic work here at the DTA."*

**Kathleen Doyle | EA to Head of Digital Division | Digital Transformation Agency (Canberra, Australia)**

## Presenter: Stewart G. Snooks

Email and Workplace Productivity Expert, Stewart Snooks brings his 17+ years of research and experience in presenting the proven Email Management Best Practices and Etiquette to this program.

The practical strategies he teaches will transform your experience when communicating via email.

What you learn will help to restore email to its rightful place as a powerful tool to facilitate improved productivity and communication effectiveness.



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