



STEUART SNOOKS

Email & Workplace Productivity Expert

REVOLUTIONISE YOUR INBOX ONLINE PROGRAM

A life-changing program that will transform
the way you manage your inbox and workload

**Email & Calendar
Integration**

**File & Folder
Management**

**Attention & Focus
Management**

**Automation &
Leverage**

Plus Free
**Review & Coaching
Session**

Program Overview

There are three key strategies needed to get control of email:

- **WHEN** – you must get control of when you give your attention to this aspect of your work
- **WHAT** – you need a consistent and effective method or system for processing email
- **WHERE** – you want to be able to file and retrieve email easily and quickly

This program looks at a whole new approach to managing your email that shifts your working focus from being inbox-based, interruption-driven and reactive to one that is calendar-based, plan-driven and proactive.

You'll learn how to manage email in a structured, rather than unstructured, way; how to address email with full rather than partial attention; how to single-task rather than multi-task; how to be proactive rather than reactive to email.

About Steuart Snooks | Email Productivity Trainer, Coach, Mentor & Expert

Steuart is a leading Email & Workplace Productivity Expert and Thought Leader, who brings more than 20 years of research and experience in presenting the proven Email Management Best Practices to this program. The highly practical, easily implemented strategies he teaches will radically transform your experience when working with email.



GET IN TOUCH

1300 789 468 | admin@steuartsnooks.com.au | www.steuartsnooks.com.au



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About the Program

This program is divided into individual workshops, allowing you to choose the ones most relevant to your needs after completing the **Triage Your Inbox** program.

Workshop Options

- **Email & Calendar Integration (90 mins)** - The WHAT Strategy (Step 2)
- **File & Folder Management (90 mins)** - The WHERE Strategy
- **Attention & Focus Management (90 mins)** - The WHEN Strategy
- **Automation & Leverage (90 mins)** - 7 ways to speed up email replies and processing

Plus Free

Review & Coaching Session (90 mins)

\$395 + GST*
for each workshop
or \$1495 + GST*
for all 4

CLICK HERE TO REGISTER

* Prices in AUD & GST only applicable in Australia

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