

Triage Your Inbox

A life-changing
program that
will transform
your inbox

*Get your inbox under
control and keep it that
way ... in just 30 days*

The Triage Process

The Triage Process is a remarkably simple way to get control of your inbox.

Not only will you feel much more organised, but it will also save an enormous amount of time and energy otherwise spent re-reading and re-prioritising emails every time you visit your inbox.

It will also save a surprising amount of head space and free you up from having to rely on your memory to keep track of everything you have to do. Plus, you'll have more time to focus on the things that really matter in your role.

This revolutionary Triage Process cuts through email volumes like a hot knife through butter!

Unlimited coaching support ensures you fully implement and sustain the email Best Practices that are learnt.

What you learn in this program will change the way you work . . . forever!

Program Overview

Work with a Global Thought Leader and leading Email Productivity Expert to transform your inbox with unlimited coaching support to ensure you implement and sustain this transformation of the way you manage your incoming email and workload.

Step 1: 'Kick off' and introduction (30 mins)

Step 2: Triage Your Inbox Masterclass (1 hour)

- Set up the new Triage Process for your inbox, learn how to use it and then implement, practice & consolidate over the following week(s) with unlimited 1:1 coaching support.

Step 3: Weekly Review sessions x 2 (30 mins)

- Review progress, answer questions, troubleshoot issues and fine-tune your settings

Step 4: Ongoing Support (90 days)

- Unlimited access to webpage of recordings and resources
- Unlimited email screenshot & 'live' 1:1 coaching support
- Monthly Dr Email Q&A Forum

Presenter: Stewart G. Snooks

As a global authority on email and workplace productivity, Stewart Snooks brings over 20 years of research and executive experience to this program. He teaches proven email management best practices that help leaders regain control, reduce cognitive load, and work with greater focus and effectiveness.





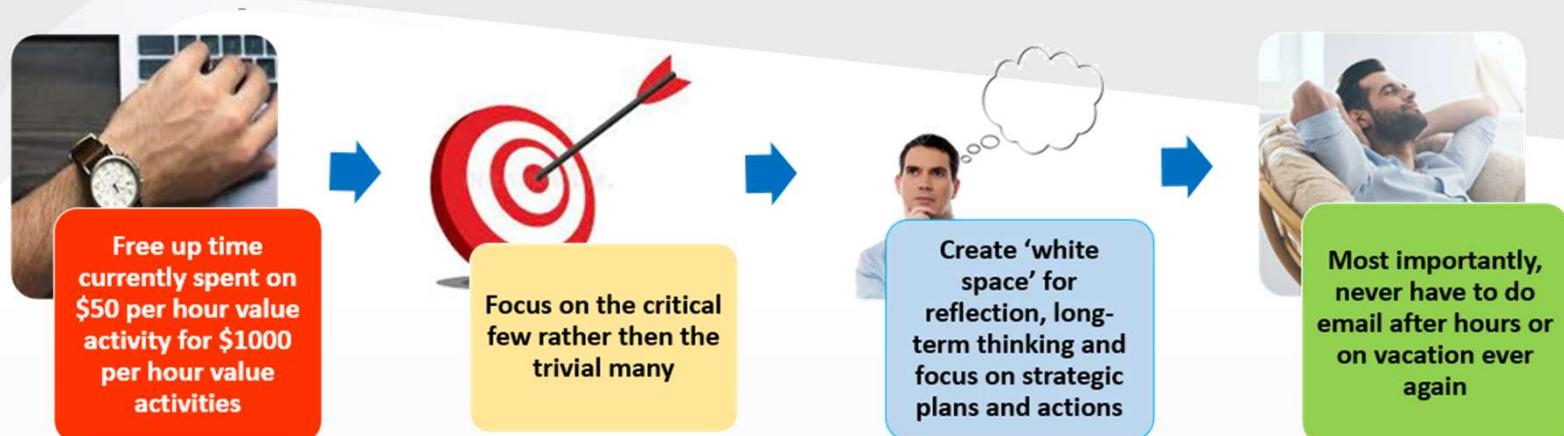
Objectives

- Establish a proven method to get (and keep) your inbox organised and under control
- Reduce visual and mental distraction
- Eliminate re-reading and re-analysing of email
- Free up time and headspace for higher order thinking, projects, priorities and strategic planning.
- Enhance communication and understanding when working in a shared mailbox (eg: EA and Exec)

Outcomes

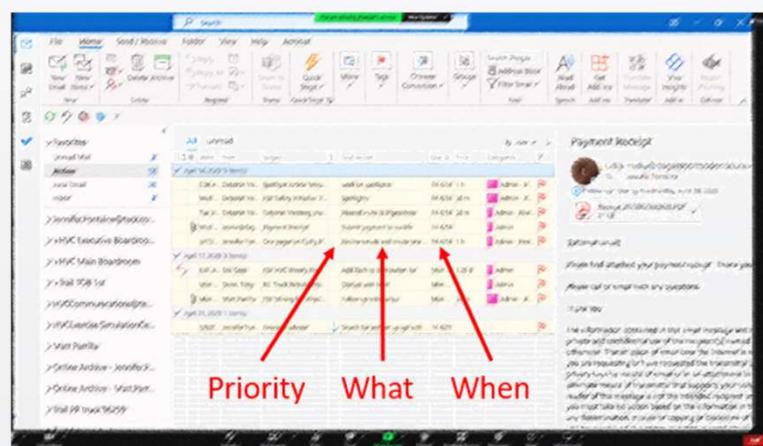
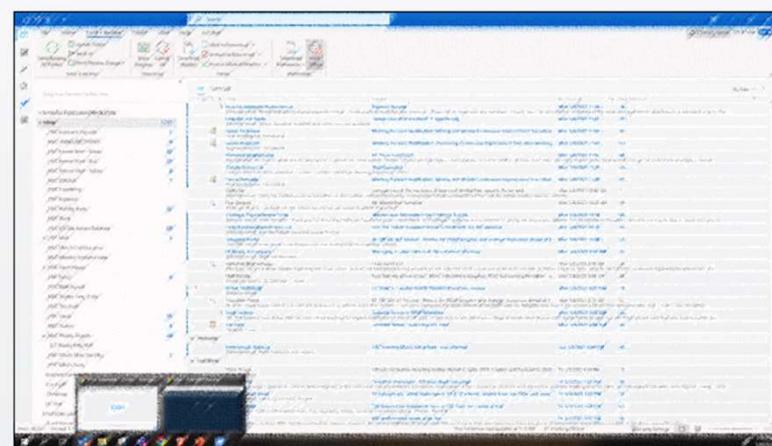
- ✓ Reduce time spent 'doing email'
- ✓ Save at least 64 minutes per day (*based on feedback from past 3 years*)
- ✓ End each day with an organised inbox and clear mind
- ✓ Clear up 15-20% of your headspace
- ✓ Create a more proactive working focus
- ✓ Eliminate a major cause of anxiety, stress, frustration, overwhelm and burnout
- ✓ Improve your confidence, self esteem and morale and worklife balance

The Value Proposition



BEFORE 48,901 in the Inbox

AFTER Just **9** emails to be actioned



Before and after inbox views for Jen Fontaine, Business Assistant, Highland Valley Copper, Teck Resources, Canada

Screenshot Coaching Support

Screenshot coaching involves providing feedback, guidance, or assistance using annotated inbox screenshots. It is an ideal way to provide a clear visual representation of the areas that need attention or improvement. It allows precise coaching and collaboration across different locations and time zones, and the feedback can be tailored to the specific needs of each individual.