LIVE ON ZOOM WITH STEUART SNOOKS · TUESDAY 8 DECEMBER

Addressing Your Cognitive Overload

Clear your mind before Christmas (and for your executive too)

Running on empty before the break? It isn't a time-management problem. It's overload: too many inputs, too many open loops and too much switching. In 45 practical minutes you'll clear your head, and leave with a written plan to finish the year in control.

FOUR WAYS TO CLEAR THE DESK

Reduce
Turn down the volume of inputs

Offload
Get open loops out of your head

Focus
Switch less, finish more

Recover
Give your brain room to reset

Five short activities in your own fillable workbook

1. Your overload audit
2. The 3-minute brain dump
3. Choose your ways to clear the desk
4. Your Low-Information Diet
5. Your one-change reset plan

FOR EAS AND PAS

One change that lightens your executive's load too

Decisions your executive can pre-authorise, and "if...then" emails that answer the next question before it's asked. Fewer emails and fewer open loops, on two desks.

THE DETAILS Tuesday 8 December 2026 · 12:15 to 1:00pm AEDT (9:15am AWST) · Live on Zoom · Bring your lunch



$67 + GST *launch rate (normally $97)*

Book now →

emailproductivity.com.au/product/clear-the-desk-before-christmas

Steuart Snooks is an email and workplace productivity expert and author of *Triage Your Inbox*. For 25+ years he has helped executives, EAs and support teams work with less overload. Prices in AUD; GST applies in Australia.

SCAN TO BOOK