



REVOLUTIONISE
YOUR INBOX

with Stewart Snooks



Revolutionise Your Inbox

A life-changing online program to transform the way you manage your inbox and workload

FEATURING

- Short, sharp 60 min workshops
- Bite-sized learning opportunities each week
- 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.

WHO SHOULD ATTEND

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

Presenter: Stewart G. Snooks

Email and Workplace Productivity Expert, Stewart Snooks brings his 18 years of research and experience in presenting the proven Email Management Best Practices to this program.



The practical strategies he teaches are life-changing and will transform your experience when working with email. He'll show you things you didn't even know that you didn't know!



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 effective 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 114 minutes per day**. That equates to **57 full working days per year** (or **15-18%** of salary cost per person per year), plus save 15-20% of your headspace.

This time and cost-effective online 6-week program teaches you the latest, 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.

The weekly frequency is 'just right' for ensuring you have time to implement and consolidate your learnings in between workshops.

Unlimited email screenshot and 1:1 coaching is available to support you - to troubleshoot roadblocks, fine-tune your settings and ensure you stay on track with your new practices and habits.

Unlimited 1:1 coaching support



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REQUIREMENTS

While the principles covered in this program apply regardless of the email software being used, we show examples and 'how to' steps that apply only for Outlook desktop versions (including Office 365) used on a PC not Mac.

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

PROGRAM OUTCOMES & ROI

- Reduce email time by 40-50%
- Save 114 mins per day
- Save 57 days per year
- Save 18-25% of salary cost
- Eliminate a major cause of stress, frustration, dissatisfaction, and executive 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 and control.

PROGRAM OVERVIEW

Step 1

TRIAGE YOUR INBOX

The WHAT Strategy (Pt 1)

- How to handle each new email only once
- Set up the revolutionary Triage View of your inbox
- Free up your headspace

Step 2

The WHAT Strategy (Pt 2)

- Best frequency for 4D Triage vs 4D Treatment
- Integrating email tasks into the calendar with the rest of your workload
- Advanced features for managing workload

Step 3

The WHERE Strategy

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

Step 4

The WHEN Strategy

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

Step 5

Automate & leverage your efforts

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

Step 6

Coaching & Review

- Review your progress so far
- 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

"Steuart 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)

"I came to this course for what I like to call 'email rehab'. My inbox was out of control and I was paralysed by the enormity of dealing with it.

Steuart provides practical information that you can implement on the spot, and evidence that encouraged me to change some longstanding bad email and filing habits. The cumulative effect is that this course has fundamentally changed the way I, and my team, work.

There is increased clarity around who is responsible, what next action is required, and the timeframes for completing tasks. The increased efficiency has freed up so much time in our workday.

Another unexpected benefit is the ability to do 'deep work' that requires focus and concentration. As someone who was very time poor and drowning in emails, I can't recommend this course enough."

[Ellen Piper](#) | Outreach & Partnerships Manager
Commonwealth Superannuation Corporation



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Recent Testimonials

"This training has been a complete game-changer for me.

Previously working as an EA and now the founder and CEO at The EA Institute, I know how important email management is for any Assistant. This will 100% revolutionize how you do email. Loved it. Thanks, Stuart."

Amanda Vinci | Founder & CEO | The EA institute

"Revolutionising your inbox is a life changing experience where you learn to manage your calendar rather than let your emails manage you! The course is flexible, online and accessible to do at your own pace and timeline. You can always review the online video links if you miss something during the actual online course. You learn new and existing functions of Outlook that you would never or have never thought of using before.

"The 'triage view' is 'game changer' and I have discovered and am using the 4Ds methodology. The course is interactive, engaging and imperative to you managing your professional and personal life using calendar rather than inbox. I am now less overwhelmed with the number of emails that I receive, read and action and the course has truly given me a new perspective to managing both my inbox and calendar.

I feel incredibly blessed and lucky to have met Stuart who has taught me so much. Stuart is a great teacher and I highly recommend his course to each and every person who uses Outlook and everyone you work with, should do this. I just wished this course was available sooner, when Outlook actually came out, but later is still never too late! Love your work!"

Filomena Parente | EA & Senior Officer Research Contracts Administrator | Victoria University

"This course is great. Be prepared to be blown away by some of Stuart's great tips on getting control of your inbox. Friendly, down-to-earth approach, Stuart is practical and has awesome knowledge of what he does, presents at the right speed, one-to-one lessons to make sure you are on track, good that the training is in bite size chunks rather than just lumped on you and then left.

Mark McEwen | Design Team Leader | Dome Shelter

"I am pleased to let you know I have cleared my back log of emails (400+)! Thank you so much for your guidance, strategies and, in particular, the one-on-one training – I feel like a ton of bricks has just been lifted from my shoulders."

Kathryn Baldock | EA | Development & Community Services Indigo Shire (Bright, Victoria)

"As someone who can receive around a hundred emails a day, this has been life changing. I don't feel chained to my emails any longer, I'm actually more responsive to emails and I've got so much time back in my day. Stuart really knows his stuff! Thanks so much. Yes, more than happy for you to share my feedback. I meant every word of it"

Tracey Jeffery | Manager Careers & Training Services | The Gordon

"This course has changed my work life! Amazing tips from the email master – I am so much more in control of my inbox. I never would have thought such a huge change was possible – I've been using outlook for years after all and thought I knew how to use it! I knew there was a better way of managing my emails and googling wasn't helping! I am astounded at the number of time saving practices that Stuart knows.

I now feel more in control of my workday and a LOT less overwhelmed. Stuart has an easy to listen to, well thought out style of presenting."

Daina Latta | Executive Assistant to CEO | Safe Steps Family Violence Response Centre

"I'm replying all so everyone can share in my excitement!!!! Didn't check my emails anywhere near as often today and when I did, I added my next action, added my date and like magic the email disappeared until the date I'm ready to deal with – OMG I'm so excited!!!! I wasn't distracted by notifications all day and I even moved things into my calendar. I've definitely still got a way to go but even after just one day I'm already feeling less overwhelmed – yay!!! Thank you soooooooo much."

And 2 months later Amanda wrote to say . . .

"Fast forward to now. Stuart held a one-day workshop with us in May and now I control my inbox, it doesn't control me. For the first time ever I came back from a week's leave and it took me no time to have my emails back under control. I leave the office at the end of each week feeling up to date and on top of things and I know my colleagues feel the same way. It's been life changing!!!!

Amanda Bultitude | EA to CEO McDonalds Corporation

"It's fantastic!!! I love to be organised and work out better ways of working. The best things I learned were to work from my calendar and not my inbox, to triage and use the filing cabinet has been great. I've saved time finding things and have been feeling less overwhelmed. This training has been so beneficial for me and I have found it very easy and practical. Stuart is passionate, kind and so knowledgeable."

Holly Martin | The Gordon

"I give this program and Stuart's delivery the highest praise. From the first 1 hour session I have looked forward to this every week and it is the highlight. Stuart is at the top of the productivity improvement field. Really impressive course. Well done and thank you."

Trent McKenzie | General Manager | Nilsen (QLD) Pty Ltd



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The following is a sample of the feedback from the Revolutionise Your Inbox Online program delivered 'in-house' for the Queensland Education Leadership Institute (QELI).



★★★★★

"This program changed the way I work!"

"I am less anxious about my inbox, I have more control on how my day runs and I feel on top of my to do list"

JEM DIOLAZO

For more information go to www.emailproductivity.com.au/revolutionise-your-inbox-program

REVOLUTIONISE YOUR INBOX with *Stewart Snooks*

★★★★★

"Revolutionising your Inbox is THE most interactive, practical and work effective program that ALL PRINCIPALS should undertake".

"My expectations were exceeded - I thought the program would be a bit of "theory" on "how to manage your inbox": it is SO much more than that!! Best thing learned is that actually my inbox DOESN'T have to control my life and I AM IN CONTROL!!!!"

CAROL ANN COONAN

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★★★★★

"Life changing PD. Would never go back to the old clunky inbox style."

"It's great having a system and piggy backing on a tried-and-tested method that works. I've embraced every suggestion."

SIGRID PARKER

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★★★★★

"This is one of the best professional development opportunities I have ever engaged in."

"The content was absolutely on target and Stuart's presentation was clear and concise. I came away from every session having made positive changes that improved my workflow immediately. Stuart is an amazing instructor who knows his content deeply. He is engaging, effective and encouraging. I can't recommend this program highly enough!"

BROWYN GREEN

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★★★★★

"The most valuable, practical and time saving PD session that I have ever completed."

LEE-ETTE WILLIAMS

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★★★★★

"Thank you for changing my working world. Email is no longer the centre of my day. I am in control of my external chaos as a result of this amazing professional development."

"I loved being able to access the videos. Being able to complete them as scheduled times suitable to my family and work commitments has been wonderful. I wasn't able to access the live sessions but have benefited so much from being able to do them at a more convenient time."

BEN KIDD

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★★★★★

"Triage view in particular is excellent. Love the importance of narrowing focus. So much more than just email tools".

"This is an approach that really can enable me to manage my time/focus/energy to what really needs my attention. The recordings were really valuable to be able to go back over again and again and pause when needed. The opportunity for one-to-one assistance was invaluable."

SHARON WILLCOCK

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ON DEMAND format available

Start at any time and progress at your pace (at hours that suit you) with coaching support.