**STEUART G. SNOOKS | Email & Workplace Productivity Thought Leader**

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The art of communication is being lost yet it’s been identified as *the* most crucial soft skill needed in business success\*, ranking above Leadership and Emotional Intelligence. (\*AIM Soft Skills Survey 2019)

With over 80% of business communication now done via email, revolutionising the inbox is a good place to start if we’re trying to improve our productivity and communication effectiveness as leaders.

Attached to our devices, it seems we are always plugged in, switched on and accessible 24/7. Overload, overwhelm, stress, a fear of missing important communications (or new business) and a feeling of never getting on top of things are common complaints voiced when it comes to managing emails.

So how do we take back control of that disrupter/distractor, the email inbox, and free up our time to lead and focus on the strategic, productive and income generating work?

In Steuart Snooks’ presentations, workshops and coaching programs, you’ll be staggered to learn what email inefficiency is costing you and your organisation in time, money and mental wellbeing. In just one session, he shows you the areas to target to reclaim all three, using tools and tricks that already exist within your current Outlook platform.

Allocate him just a little longer and he’ll have you working on your device and clearing out your inbox as he’s presenting - and sending you off with the knowledge and tools to keep it that way. What other conference session has you walking out with *less* emails, *less* work and *less* stress than you came in with!!??

What you’ll learn will ***halve*** the time, ***double*** your result and ***triple*** your productivity when using email.

Guaranteed to be a game changer - saving you time, money and headspace. Steuart’s presentations are must for any conference.

**Steuart’s Bio**

Steuart Snooks is a Melbourne-based Email and Workplace Productivity Thought Leader and Expert.

He works with business owners, senior executives, their EAs and support teams who are overloaded with email and crying out for practical, affordable solutions to the relentless demands of email and the workload it delivers.

Steuart has over 25 years’ experience in researching and developing best practices for managing incoming email and workload and restoring email to its rightful place as a powerful tool to facilitate improved workplace and personal productivity.

He has recently developed a breakthrough method that revolutionises the way Executives and their EAs manage their inboxes. It aims to elevate the skills and knowledge of the EA to free up their time, energy, and headspace so they can offer greater support to their Executive who can then focus on the higher-order thinking, strategic focus, and leadership aspects of their role.

Much of this work is done with the EA, minimising the time commitment needed by the Executive.

Steuart has a proven record of being able to save 114 minutes per day (57 days per year) worth 18-25% of salary cost and, most importantly in these days, also save 15-20% of headspace.

Feedback for Steuart’s presentations, training and coaching consistently say they are well-paced, clear, concise, highly practical and delivered in a calm, down-to-earth and relatable manner, with a touch of humour as well.

What he shows you will change the way you work . . . forever!

When not working on e-mail issues, Steuart enjoys spending time with his sons Andrew & Timothy, new grand-daughter Ada, competing on cricket field, driving rally cars, playing chess, travelling and, after a first career in the wine industry, having a nice glass of vino!

Contact details for Steuart Snooks

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**Speaking topics**

* Productivity
* Communication
* Mental Health & Wellbeing

The following presentations can be delivered face-to-face or virtual using an online platform.

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**Email Productivity Keynote Series**

**How To Revolutionise Your Inbox**

This fast-paced, information-rich and highly practicalpresentation demonstrates the 3 key, proven strategies needed to get control of the inbox and manage your workload, using tools you’re already familiar with. You will learn more about the unique and powerful ‘Triage Process’ for your inbox and how you can;

* learn a ‘game changing’ method to organise your inbox like you’ve never seen before (especially if you work with an assistant)
* move from inbox chaos to managing an essential aspect of work communication with ease and consistency
* save as much as 2 hours per day and 18-25% of salary cost
* clear up to 15-20% of your headspace
* reduce the sense of frustration and overwhelm when dealing with email

What you learn will change the way you work . . . *forever!*

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**3 Keys to Managing Overload**

Most busy professionals these days are struggling to keep up with the triple combination of incoming information, data and email they receive every day.

This presentation explores 3 proven strategies for managing overload so you have more time, attention and energy for the important priorities in your role and responsibilities.

Given there are no more hours of the day to be gained, you’ll learn how to harness and cultivate your attention and energy by eliminating distractions, simplifying your work and developing laser-like focus.

**The Science of Writing Effective Email**

These days, more and more communication is sent via digital, written channels rather than as spoken or verbal conversations. Despite a plethora of other tools, most of these messages are being sent via email (circa 80%). The challenge today is how to write messages that;

* get attention
* engage interest and
* stimulate a timely response from the reader

. . . in about 2 to 4 seconds!

In addition, the ability to identify ‘hidden’ aspects of email communication is critical to being able to build relationship, rapport, trust and agreement when using digital communication..

This presentation reveals how to have influence and improve your sales, negotiating, customer service, leadership and influencing results when using email.

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**Workplace Productivity Keynote**

**Performing Under Pressure**

These days, you’re constantly working under pressure – pressure from overload, pressure from distractions, pressure from shifting and conflicting priorities, pressure from deadlines, and pressure from the constant need to be productive and deliver outcomes.

Contrary to popular belief, we don’t become more productive by working faster or harder. The most productive people actually do the opposite. This interactive session will cover;

* the 15 habits of super-productive people
* identify your current areas of strength and those where you need to stretch
* explore the ‘TEA Framework’ and identify strategies you can use to get the right balance of your time, energy and attention

What you learn will help transform the way you manage your time and your workload.

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**Additional presentations**

Steuart can tailor a presentation to suit your specific requirements and desired outcomes

* for Senior Executive teams
* for Executive Assistants
* for Admin & Support Staff

**Advantages of virtual online presentations, training & coaching**

1. **Virtual training has led to greater participant rates**, with attendees dialling in on time (instead of arriving up 10-15mins late, as they do sometimes in face-to-face sessions)
2. **Virtual training can be highly engaging, thanks to the increase and innovation of amazing tech tools for delivery.** Plus, I have discovered, when you present with energy, in person or virtually, the participants feel it.
3. **Virtual training can actually increase connection. Yes, increase it!** It allows participants to attend from anywhere, at any time. Previously I found that regional and overseas participants were sometimes disadvantaged when it came to learning and development due to time and budgetary constraints. Distance and budgets are no longer a barrier. This is a HUGE advantage.
4. **Virtual training has led to more efficient training.** We have known for years that long, face-to-face programs can overload the human brain, so this forces us to chunk down our content and helps make learning stick. Plus, the operational demands of organisations means that long facilitation days are no longer viable.
5. **Virtual training can actually feel a safer, more inclusive environment.** Some participants (such as the introverts) sometimes struggle with the face-to-face format, whereas they thrive in a virtual environment.