

Are you a VA looking to provide a specialist service?

Do you want to be able to offer a unique service not currently available in Australia?



We help you to elevate your skills and/or grow your own business



Australia's leading Email Productivity Expert Stewart Snooks has partnered with InboxDone owners Claire Divino and Yaro Starak to train up specialist Inbox VAs who can use their new skills to go it alone, become one of the team at Inbox Done or a combination of both.

The self-paced course takes around 20 hours over the period of a month at a cost \$695 AUD). This is an exciting opportunity to become Australia's first specialist Inbox VAs and really stand out from the crowd!



As we all know, the number one frustration for most busy professionals is getting control of their email and all its demands.

Inbox Done is a successful US based company that trains dedicated Inbox Managers to become email optimization wizards, ready to take on even the most demanding inboxes.

They learn how to custom-build and operate a system to filter, reply to and follow up on emails, based on your preferences of the Business Owners and Senior Executives they work with.

[LEARN MORE HERE](#)

Contact: Kiia Lind
admin@stewartsnooks.com.au

Inbox VA Course

The course will be primarily digital with some live group sessions. It will have 5-10 hours worth of content, with 20 hours to thoroughly complete it (easily done within 30 days).

The content will cover:

- concise, nuanced communication
- output vs. effort
- working independently
- the three phases of optimization
- Inbox Zero
- working with different platforms
- ID plans and payment schedules
- best inbox management practices in general
- hands-on inbox management practice
- email platform specifics
- LastPass tips and tricks
- Unroll.me



Specific Documents Covered:

- **"Writing Drafts for InboxDone"**
The process for writing powerful email drafts, always aiming for taking over 100% of client correspondence.
- **"New Manager Training"**
A comprehensive overview of both the training period and ID employment in general
- **"FAQ for New Managers"**
Answers to frequently asked questions
- **"Team Directory"**
- **"InboxDone Rules"**
A highly comprehensive list of SOP rules for almost any ID task
- **"Company Guidelines"**
A list of 20 of the most important ID guidelines and best practices

Contact: Kiia Lind

admin@steuartsnooks.com.au

Once completed, Inbox VAs can apply to work as an Inbox Manager with InboxDone. VA's working independently and attracting their own clients, can set their own rates. The number of hours an Inbox VA works depends on the relationship they build with clients and their own schedules – you might choose to work as little as 5 hours to as much as 40 hours per week.

Next **Inbox VA Course** starts 2 November - register your interest [here](#)