

Here are 9 ways you can access Steuart's 25 years of expertise as an Email & Workplace Productivity Expert



















1. Triage Your Inbox

A 3 step program that will transform your inbox in just one week. Join one of our public dates or book an in-house program. <u>Click here</u> for details.

2. Revolutionise Your Inbox

A life-changing six-week program to rebuild the way you manage your incoming email and workload. Join one of our public dates or book an in-house program. <u>Click here</u> for details.

3. The Science of Writing Effective Email

A six-week program to write clear, concise email that get attention, engage your reader and achieve real results. Join one of our public dates or book an in-house program. <u>Click here</u> for details.

4. Outlook for Mac

Choose from either a 30 minute or a 4 hour course to help you optimise using Outlook on a Mac. <u>Click here</u> for details.

5. Digital Productivity Training

A package of training that integrates the way you use Microsoft Outlook, OneNote and Teams. Join one of our public dates or book an in-house program. <u>Click here</u> for details.

6. Executive & EA Email Productivity Coaching

Designed for busy executives who want to leverage the current relationship with their EA around managing email and workload. <u>Click here</u> for details.

7. Inbox VA Training

We train specialist Inbox VAs to help business owners, CEOs, leaders, executives and anyone who needs help with an overload of incoming email, information, requests and workload. <u>Click here</u> for details.

8. Conference or Keynote Speaking

Engaging, fast-paced, information-rich and highly practical presentations (with a touch of humour) that make a real difference to personal and organisational productivity. <u>Click here</u> for details.

9. Weekly free Dr Email Q&A Forum

A lively online forum to discuss, diagnose and troubleshoot your current challenges, frustrations and problems with managing your email and workload. <u>Click here</u> for details.