



REVOLUTIONISE
YOUR INBOX

with Stewart Srooks

TRIAGE YOUR INBOX

A life-changing 3-step program that will transform your inbox

Get your inbox under control and keep it that way . . . in just 7 days.



Latest participants report saving 83 minutes per day!

The Triage View

The Triage View and process is a remarkably simple way to get control of your inbox. Not only will you feel much more organised, but it will also save an enormous amount of time and energy otherwise spent re-reading and re-prioritising emails every time you visit your inbox.

It will also save a surprising amount of head space and free you up from having to rely on your memory to keep track of everything you have to do. Plus you'll have more time to focus on the things that really matter in your role.

This revolutionary Triage View and process cuts through email volumes like a hot knife through butter! What you learn will change the way you work . . . forever!

PROGRAM OBJECTIVES

- Establish a proven method to get (and keep) your inbox organised and under control
- Reduce visual and mental distraction
- Eliminate re-reading and re-analysing of email
- Free up time and headspace for higher order thinking, projects and priorities
- Enhance communication and understanding when working in a shared mailbox (eg: EA and Exec)

PROGRAM OUTCOMES

- Improve your confidence, self esteem and morale
- Create a proactive working focus
- End each day with an organised inbox, clear mind and sense of calm
- Reduce time spent 'doing email' by 25-40%
- Eliminate a major cause of anxiety, stress, frustration, overwhelm and dissatisfaction

Program Overview:

Step 1

- Day 1 'kick off' and introduction (25 mins)
- Set up the new Triage View of your Inbox (15 mins)
- Tutorial on how to use this new view (35 mins)

Step 2

- Implement, practice and consolidate over the following week

Step 3

- Group coaching session on Day 7 to review, troubleshoot and fine-tune your settings.

Step 4

- Join the weekly Dr Email Q&A Forum and reach out any time for 1:1 online coaching support, especially if a big inbox 'clean up' is needed.

AVAILABLE IN THREE FORMATS:

1. ['Do it yourself' format](#) - \$295 +GST
Start any time, watch the recordings on Teachable and progress at your own pace. Join the Dr Email Q&A Forum for ongoing support.
2. ['Public program' format](#) - \$495 +GST
Join the 'live' program for one of the scheduled dates and the weekly Dr Email Q&A Forum plus unlimited 1:1 coaching support.
3. ['On Demand' format](#) - \$495 +GST
A combination of both options above – start at any time, progress at your own pace with support from the Dr Email Q&A Forum and 1:1 coaching and join the 'live' program if needed.

[REGISTER HERE](#)

[See more details here](#)





PARTICIPANT FEEDBACK

(What others say)



"I originally thought I would pick up a few tricks to assist me in day-to-day work. I did not realise it would completely change the way I work, the results I achieve each day and a calmness it has brought to my day".



"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 now feel more in control of my work day and a LOT less overwhelmed."

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

"This has given my Manager and I a cohesive, time saving 'triage' email system that we both have confidence in. After more than 20 years in PA and EA roles I thought I was using my time in the most effective way, however this has shown me an alternative that I cannot now live without."

Melissa Roche | PA Community Wellbeing | Knox Council

"I am now on day 3 and I have to say I can't believe the incredible difference my learnings are making and the approach to my day. In particular the 'triage' system has allowed me to plan my day accordingly and I feel much!! more organised. Thank you so much!"

Deborah Wyborn | EA & National McOpCo Coordinator | McDonalds Australia

REQUIREMENTS

- No need to leave your desk - minimising time off the job or away from the desk
- Watch the training on one screen and immediately implement your learnings on a second screen.
- This program and 'how to' steps apply only for those using Outlook desktop versions on a PC, including Office 365 (but not the web or Mac versions of Outlook).

WHO SHOULD ATTEND

- Business owners
- Senior executives
- EAs/PAs
- Managers and supervisors
- Admin & Support staff
- Anyone using Outlook email

"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

"My top 3 take-aways would be working in the triage view (my inbox is finally organised after 2 years of chaos), working in calendar mode rather than inbox mode and scheduling times to check emails rather than spending all day "trapped" in my inbox."

Kylie Page | EA | Frasers Property

Sent: Thursday, 5 August 2021 1:28 PM
To: Stuart Snooks <stuart@stuartsnooks.com.au>
Subject: RE: Like to start using the Triage View of your Inbox?

Hi Stuart

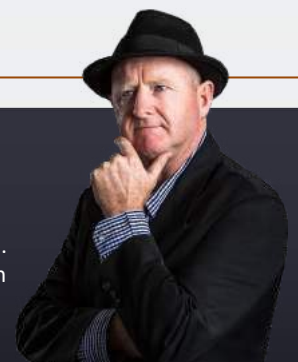
My triage view is going **so well!!!!** |

I already feel like my inbox is far more under control than it was this time last week. My main focus needs to be clearing out my subfolders, I think I have around 50... terrible.

I'd love to set up a 1:1 with you, Aliesha said it was extremely helpful. Have you got any time available tomorrow? I could do between 11am - 3:30pm?

Let me know what works
Many thanks and excited regards,

Millie



PRESENTER: Stuart G. Snooks

Email and Workplace Productivity Expert, Stuart Snooks brings his 15 years of research and experience in presenting these 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!