

# EMAIL NINJA<sup>®</sup> TRAINING

I sometimes feel like my emails are out of control.

More & more of my time is spent on email and it's one of the biggest stressors in my working life.

## TAKE BACK CONTROL OF YOUR EMAIL INBOX

Email has become the dominant form of communication in most workplaces. Increasingly people report that their inboxes are out of control.

If this is you, a clear plan is essential to manage this endless stream of information in a timely, efficient and stress-free way.

This practical course will transform the way you work by helping you to understand, organise and process your inbox.

Our road tested email practices can be applied as soon as you return to the workplace to help you process your inbox to zero everyday!

[CLICK HERE  
FOR WEBSITE](#)

**DATE** TBC

**TIME** 2.75 hrs duration  
Includes morning tea break

**VENUE** In House for 8-20 ppl

**COST** \$1300 (exc GST) for training & Outlook eLearning package\*  
(price excludes venue & travel)

*\*"Outlook for Email Ninja" is a series of follow up videos to maximise learning*

### EMAIL NINJA OUTLINE

#### OVERVIEW

What is an inbox, what is its purpose and why does it often get out of control?

#### PRACTICES

4 simple processing rules to help get your inbox to zero everyday.

#### BARRIERS

Practical ways to start (even if your inbox is overflowing).

#### ACTION

Self-commitments to ensure it happens today!



**Email Ninja saved my sanity. I went from feeling out of control to having an empty inbox and clear actions. It's a game changer.**

LEGAL EXECUTIVE & EXECUTIVE COUNCIL, TASNETWORKS

This is not an IT training course, but an interactive workshop to provide you with workflow processing skills that can be applied across any e-mail application.



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