EMAIL NINJA®

spacemakers® TRAINING

PROCESS YOUR INBOX TO ZERO EVERYDAY

"I sometimes feel like my emails are out of control"

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

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 get your inbox to zero everyday!

Time & Cost

- 2.75 hours (includes morning tea break)
- In-house bookings - $1,100 (plus GST) for 8-20 participants (exc. venue, food, travel outside of Hobart region)

Who will benefit most

- Anyone seeking to manage an overflowing inbox!

Key content areas

- ☐ 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!

Previous feedback

"This course was very useful & should be made compulsory." *Director, Consumer Affairs & Trading, Department of Justice*

"Probably the most sensible, simple and useful training I have ever done." *Team Member, DPIPWE*

"The course was great. In relation to my stress levels from email management I feel like the 'before' and 'after' pictures in a magazine. Thanks so much for sharing your strategies." *Deputy Director Population Health, THO-S*

NOTE: 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.