## EMALL NINJA® 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 is the dominant form of communication in most workplaces, and the majority of workers struggle to keep up with the demands of their inbox.

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.

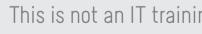
Our road-tested email practices have been used by more than 20,000 workers and can be applied immediately to help you process your inbox to zero every day.

### **TRAINING INFO**

TIME	3 hours du ration Includes a 15 min
COST	\$2500 AUD in-ho for teams of up to
TYPE	Delivery available or online using Ze
THER	Includes follow ( videos + resource

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.

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use training 30 people

in-person oom / Teams

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### **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!

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.

SPACEMAKERS.COM.AU