

# EMAIL NINJA<sup>®</sup> TRAINING

I sometimes feel like my emails are out of control.  
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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. Increasingly people report that their inboxes are out of control and creating stress.

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.

### TRAINING INFO

- TIME** 3 hours duration  
Includes a 15 minute break
- COST** \$2500 AUD in-house training  
for teams of up to 30 people
- TYPE** Delivery available using Zoom  
Microsoft Teams
- OTHER** Includes follow up eLearning  
videos + resources

### 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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