

EMAIL 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 duration
Includes a 15 minute break
- COST** \$2500 AUD in-house training
for teams of up to 30 people
- TYPE** Delivery available in-person
or online using Zoom / 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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