



# TRIAGE YOUR INBOX

A life-changing program that will transform your inbox!

Get your inbox under control and keep it that way... in just 7 days!



Participants report saving 68 mins per day

## The Triage View

The Triage View and process is a remarkably simple way to get control of your inbox. Not only will you feel much more organised, but it will also save an enormous amount of time and energy otherwise spent re-reading and re-prioritising emails every time you visit your inbox.

It will also save a surprising amount of head space and free you up from having to rely on your memory to keep track of everything you have to do. Plus, you'll have more time to focus on the things that really matter in your role.

This revolutionary Triage View and process cuts through email volumes like a hot knife through butter!

What you learn will change the way you work... forever!

## Requirements

To achieve the best outcomes, we recommend using a second screen used with 'extended view' (or a separate laptop, smartphone, smartpad or large screen with split screen) so you can watch the webinar on the smaller screen and immediately apply your learning in your inbox on the larger.

This program and 'how to' steps apply only for those using **Outlook desktop versions on a PC**, including Office 365 (but not the web or Mac versions of Outlook).

## Program Overview

### Step 1

This Triage Your Inbox workshop is a blend of live instruction, recorded tutorial videos and online coaching

### Step 2

Implement, practice and consolidate as you work in your inbox over the following week

### Step 3

Group coaching session a week or so later to review, troubleshoot and fine-tune your settings

### Step 4

Join the weekly Dr Email Q&A Forum and reach out any time for 1:1 online coaching support, especially if a big inbox 'clean up' is needed.

*"I originally thought I would pick up a few tricks to assist me in day-to-day work. I did not realise it would completely change the way I work, the results I achieve each day and a calmness it has bought to my day".*

## PRESENTER: Stewart G. Snooks

Email and Workplace Productivity Expert, Stewart Snooks brings his 15 years of research and experience in presenting these proven Email Management Best Practices to this program. The practical strategies he teaches are life-changing and will transform your experience when working with email. He'll show you things you didn't even know you didn't know!

