

Email Productivity Coaching for Executive & EA



REVOLUTIONISE
YOUR INBOX
with Stewart Snooks


Despite the fact that email is one of the most broadly and frequently used applications in the modern workplace, most people have never received any formal training in how to use it in a truly effective way.

This **Email Productivity Coaching** program is designed for busy executives who want to leverage the current relationship with their EA around managing email and workload. It aims to elevate the skills and knowledge of your EA to free up time, energy and headspace so they can offer greater support to their Executive who can then focus on higher order thinking, tasks, projects and strategy.


The ultimate result is that you'll never have to look at email 'after hours' ever again.

You'll be amazed how much time you will save!


- Save 116 mins per day (that's 57 days per year)
- Save 18-25% of salary cost
- Free up 15-20% of your headspace
- Learn proven email techniques that really work
- One-on-one coaching with an email expert
- Tailored to your needs – hands-on at your computer

Session 1 
90 mins together
Exec & EA together



Session 2 
60 mins with EA



Session 3 
60 mins with EA



Extra Sessions 

Face-to-face or on-line

Via phone or on-line

Via phone or on-line

Via phone or on-line

An hour with Executive and EA to analyse your current situation and issues, introduce you to **proven key strategies** and set some desired outcomes and **a roadmap for improved email productivity** together.

Followed by a 6-week program for EA to revolutionise the inbox

A 15-20 min check-in **with Exec and EA together** to review progress, troubleshoot any obstacles and keep you on track

This session is designed to **review and consolidate** your gains and introduce you to the next level of strategies and skills for further improvements that will extend and expand your capability.


Includes coaching report and resources as needed.

A 15-20 min check-in **with Exec and EA together** to review progress, troubleshoot any obstacles and keep you on track

This session is designed to **fine-tune your approach** as needed, and help you fully embed your new behaviours and practices so that you **sustain your new skills on an ongoing basis.**

Includes coaching report and resources as needed.

Ideally this is a **90 day program** but sessions can be scheduled weekly, fortnightly, monthly or 'on demand'



Additional sessions are available to further extend & expand your email & workplace productivity.

Also available as 'one off' coaching sessions to troubleshoot specific issues.

12 months of unlimited phone & email support also available

Your Coach & Mentor Stewart G. Snooks



Australia's leading E-mail & Workplace Productivity Expert brings his many years of experience in working with many thousands of people across multiple industries.

His rare skill is to quickly identify the key areas of change needed for you as an individual to get control of email and facilitate improved personal productivity and effectiveness.

“ Email Productivity Coaching with Stuart has given my Manager and I a cohesive, time saving 'triage' email system that we both have confidence in. After more than 20 years in PA and EA roles I thought I was using my time in the most effective way, however this Coaching has shown me an alternative that I cannot now live without. Stuart is patient, thorough and his individual approach is highly recommended. He was able to quickly assess our situation and make small changes that, quite literally, have changed the way we work. ”

Melissa Roche
PA Community Wellbeing
Knox City Council

For further details, contact Stewart Snooks
stewart@stewartsnooks.com.au
www.stewartsnooks.com.au
Tel: 1300 789 468 or 0413 830 772

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The [duration of the coaching sessions](#) varies according to;

- individual personalities (some like a chat and informality, others want to just get 'straight into it')
- amount of past experience using email, calendar and other productivity tools
- degree of competency in using their email software (or device)

We recommend the [initial session is conducted face-to-face](#) wherever possible. This allows time for us to [build the rapport and trust](#) that is needed for a successful coaching relationship. It also facilitates greater understanding of your individual work environment, any physical or other constraints and the psychology behind the way you work. It helps us to see the bigger picture as [the coaching will impact your broader workplace productivity as well, not just email](#).



Here are frequently asked questions about the on-line aspects of our coaching packages. These on-line coaching packages use the Zoom conference and desktop sharing software – an extremely simple but extraordinarily powerful way to connect on-line using any device.

About the coaching content

[How does the coaching session work?](#)

We start by showing you concepts and solutions on our computer and then switch to your computer to apply them. The sessions are structured but highly interactive and include time for your questions.

[Will you address my specific questions?](#)

Definitely. We'll work with you to tailor email setup and workflow solutions that suit your preferences and the way you work.

[What about assistance after the session?](#)

Your coaching package includes free email tips, resources and phone support after your session – we're available to answer your questions on an on-going basis.

[How do I pay?](#)

We request payment in advance for our one-on-one coaching packages. After you book your timeslot we send you an invoice that you can pay using EFT, VISA, Mastercard or PayPal.

[What if I have to cancel a session?](#)

We understand that things can change for you at short notice. Just let us know as soon as you can and we'll negotiate another suitable date/time.

About on-line coaching & desktop sharing

[How do we connect?](#)

In the days before your session we'll send you an invite to the Zoom meeting (which can then be easily added to your Outlook calendar). At the scheduled time simply click the link and the application is automatically installed. It might take a minute or two, so be patient.

[Do I need a headset?](#)

If you have a headset, that's great. If not, we can use the computer speakers or connect via phone for the audio. No other equipment is required and you don't have to make any computer or network changes.

[What's the quality like?](#)

Sound quality is excellent. Desktop sharing sessions are consistently reliable – not like many VOIP telephone services where calls drop out regularly.

If you have any other questions, just [contact us](#)

Recent coaching clients

- Senior Partner and PA at KPMG
- Executive Director, Executive Team and their PAs at Monash University
- General Manager and PA at Fulton Hogan
- General Manager and PA at National Tiles
- Deputy Chief Officer and PA at Country Fire Authority (CFA)

