REVOLUTIONISE
YOUR INBOX
with Steuart Snooks

Master class

Effective Email Etiquette & Protocols

A 90-minute workshop that will transform the culture of email communication for your team

This program is designed for Executive and Leadership teams to help them quickly identity, prioritise and manage incoming email and speed up email response and turnaround times for outgoing messages

It provides a framework of best practice etiquette and protocols that ensure a consistent approach to writing clear, concise, actionable email that get results.

Email & Workplace Productivity Expert

Steuart G. Snooks

As a leading Email & Workplace Productivity Expert and Thought Leader, Steuart brings more than 18 years of research and experience in presenting the proven Email Management Best Practices to this program.

The highly practical, easily implemented strategies he teaches will radically transform your experience when working with email.

Step 1: MASTERCLASS (90 mins - Live or Virtual)

▪ Learn proven email protocols for writing effective subject lines, use of To/CC/BCC/Reply All protocols, how to structure email body for maximum impact and prompt responses

▪ Participants immediately apply practical 'hands-on' implementation on their computer

Step 2: IMPLEMENTATION AND COACHING

▪ 1-2 weeks of implementation 'on the job' to consolidate new practices with coaching as needed

Step 3: REVIEW & EVALUATION

▪ Review workshop to evaluate progress, troubleshoot issues and fine-tune settings

STEUART SNOOKS
Email and Workplace Productivity Expert

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Effective Email Etiquette & Protocols
Resources page

28 July.

Workshop recording

Effective Email Protocols for Outlook | Revolutionise Your Inbox Overview | The Timeless Solution White Paper

Click image to download a copy of the *Effective Email Protocols for Outlook* document

Click image above to download this handout which summarises the *Revolutionize Your Inbox* program

Click image above to download this white paper on *The Timeless Solution for Managing Your Inbox*

- **Email Protocols Document**
- **Handout**
- **The Timeless Solution article**

1 page Tip Sheets

The following Tips Sheets summarise each of the strategies from the *7 Ways to Write More Effective Email* program.

Click each image below to download the individual tip sheet. You might like to print them as handy A5 size and laminate them to keep close to your computer.
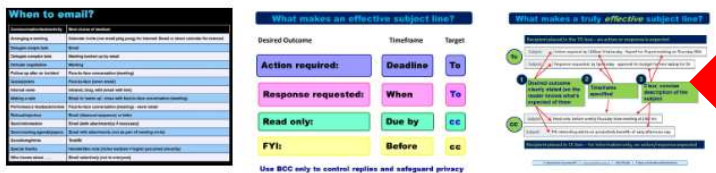
One page Tips Sheets

1 page 'Cheat Sheets'

These one page cheat sheets summarise the key strategies discussed in *The Science of Writing Effective Email* program.

Click each image below to download the individual Cheat Sheet. You might like to print them as handy A5 size and laminate them to keep close to your computer.

One page 'Cheat Sheets'

Timyo app
Click image below for a short video explaining the terrific Timyo app, which is available for both Outlook and Gmail - on desktop, laptop and mobile devices.

Boomerang for Outlook
Click link below for more details about the Boomerang for Outlook add-in that lets you schedule emails, set follow-up reminders, share your calendar availability, add tracking to your messages, and more!

How to manage incoming 'CC' email
See below for a short, sharp tutorial showing how to manage CC email using a rule and conditional formatting.

- **Useful Outlook add-on apps**
- **Tutorial video**

Get Help with 1:1 Coaching
If you need it, book a 15-minute 1:1 online coaching session with me to troubleshoot any issues and fine-tune your settings.
Click on the link below to choose a suitable time:
https://calendly.com/steuart-3/15-minute-coaching-call-w-steuart-snooks

Link to book 1:1 coaching

Connect with Me
I regularly post interesting and useful tips, ideas & articles to my social media pages. Why not connect with me so you can benefit from the best, most current ideas for mastering your e-mail? Click on icons at right to connect with me

Contact details