



REVOLUTIONISE  
YOUR INBOX

with Stewart Srooks

# Revolutionise Your *Shared* Inbox Training Program

This program is for anybody who is frustrated by all the confusion, inefficiency, multiple handling and missed deadlines that so often occur when working in a shared mailbox environment.



## Overview:

This program is for teams that use a shared inbox but struggle to keep track of;

- who is responsible for each email
- what is, has or needs to be done next
- managing the priority of each email
- ensuring that emails are responded to in a timely manner
- general lack of efficiency associated with working in a shared inbox environment



## Benefits:

- ✓ allows teams track who is responsible for each email
- ✓ everyone is able to keep track of what and when next actions for each email need to be completed
- ✓ eliminates re-reading of emails that have already handled
- ✓ be quickly alerted to emails that have become overdue
- ✓ minimises need for lots of reminders
- ✓ use automation strategies to systematise and streamline repetitive manual processes
- ✓ save up to 70% of the time currently spent in a shared mailbox

## Unlimited Coaching Support:

Individuals can book a 15 minute 1:1 coaching session at any time to troubleshoot any issues and ensure their inbox set up and practices are working smoothly.

## Format:

The program is designed as a series of 2 or 3 'hands-on' online workshops (with coaching support) to ensure that individuals are able to implement the practices and habits that streamline activities in a shared mailbox.

### Step 1: Kick off & Introduction [30 mins]

- Clarify the scope and content of the program and discuss individual and team aims and expectations for the program

### Step 2: Triage Your *Own* Inbox workshop [2 hours]

- A blend of live instruction, recorded tutorial videos and resource materials.
- Immediate application to each participants personal inbox
- Practice, consolidate and refine your learning over following days with unlimited 1:1 coaching support available to assist with implementation.

### Step 3: Triage Your *Shared* Inbox workshop [2 hours]

- Application of Triage Process in a shared mailbox
- Set up framework to clearly identify what needs to be done, who is doing it and when it is due
- Implement, practice and consolidate your learning over following days

### Step 4: Group Coaching workshop [60 mins]

- In this session, we review your progress, troubleshoot any issues and fine-tune your settings with peer-to-peer learning and shared insights



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## Program Resources:

A webpage of online resources that participants can access to consolidate, review and sustain their new shared inbox practices

- Workshop recordings
- One page 'Cheat Sheet's summarising key processes
- Additional tutorial videos
- Articles and guides

## Options:

This program is available in the following suggested formats. Rates are based on 8-12 participants

### Option 1: Training program

- Engaging, interactive, highly practical presentation by a leading Email Productivity Expert
- Delivery of the workshops as listed on reverse side of this page
- Immediate 'hands on' implementation of new learnings during the workshops
- \$5,000 +GST

### Option 2: Training program + 30 days of Resources & Coaching Support

- As for option 1 above plus
- Webpage of program resources available for 30 days after the program completion
- Unlimited 1:1 coaching support available for 30 days after the program completion
- \$10,000 +GST

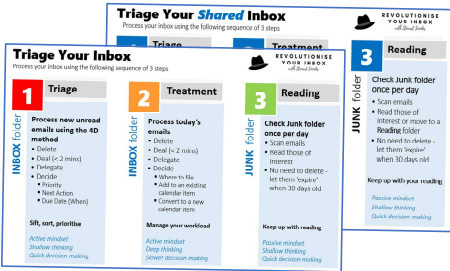
### Option 3: Training program + 90 days of Resources & Coaching Support

- As for option 2 above plus for extended period (90 days) after the program completion
- \$12,500 +GST

## Additional Options:

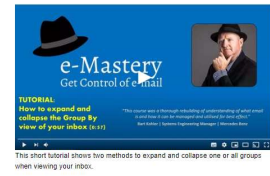
The following modules are available to extend the program above.

- **Email & Calendar Integration** – How to convert email tasks into the Calendar and work proactively
- **Filing/folder Management** – How to simplify and accelerate email filing, search and retrieval
- **Automation Strategies** – Learn the 9 Outlook tools that will speed up email processing and replies
- **Effective Email Etiquette & Protocols** - A framework of proven best practices that ensure a consistent approach to writing clear, concise, actionable emails that get real results.



#### Tutorials - Refinements to the Triage View

With the Triage View of your inbox, you will use the Collapse All Groups function many times per day. The video below explains how to do this in a couple of different ways that will keep your inbox looking neat and well organised.



The video below explains how to manage the Collapse All Groups function to minimise clutter and keep the Triage View of your inbox looking neat and tidy and set up a Collapse All Groups icon on the Quick Access Toolbar for speedy use.



#### The Timeless Solution White Paper



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