

# STEUART SNOOKS | The Productivity Guy

## TESTIMONIALS

Yesterday was a lightbulb moment for me, as I finally realised I had been struggling under the crushing weight of email overwhelm for years! The two key takeaways for me were 1) limit your email viewing to 3 times per day and 2) use your Calendar as the basis for your to-do list, not your email. When I went back to the office, it was like a brand new working experience for me. Today began just as freshly. So thank you!

**Senior Consultant | Leadership & Organisational Development | MONASH UNIVERSITY**

I must say I was less than enthused to go to yet another training when I have so much work to do at my desk. I listened to you talk about this being life-changing and how my emails would disappear. Managing two inboxes and with them generating most of my workload I sat fidgeting in my seat quite annoyed that you had no idea about my work; this surely couldn't apply to me.

So now a week later; I sit here at the end of the day with time to allocate an appropriate response and provide constructive feedback. I have still been busy all day but my work is not mounting up uncontrollably. I apply the two-minute rule a few times a day and drag other emails into a slotted time to deal with it. Maybe not today but certainly as it needs prioritising.

My emails are at zero at the end of the day EVERY DAY! The fact that I am now telling you that this training has indeed "changed my life" is like eating humble pie. But kudos to you and a well-deserved pat on the back.

My calendar is now my priority - I have control of my work - I have started to leave on time - I have left my work at work giving me work-life balance. Thank you!

**Kat Campbell | Central Enrolment Office | CARDINIA SHIRE COUNCIL**

Yesterday I did some GP practice visits and before I could even ask I received unsolicited feedback that your workshop was the best thing they have ever done.

**Deb Le Cerf | MEDICARE LOCAL**

Steuart's presentation was incredibly interesting, educational and helpful. Content was really well targeted and great resources ready to be handed to participants. He not only knew the subject material extremely well, he was engaging and presented at just the right pace.

**Manager | YARRA RANGES SHIRE COUNCIL**

Thank you for a great workshop yesterday. I picked up so many invaluable tips and have begun implementing them already in both my work and personal email. Please see the attached screenshot: Inbox cut down from 5,700 to zero, and it's only 9:30 in the morning! I've also set up folders to start implementing the 4D methodology to keep it at zero while I work through the backlog.

**Josh Townsend | Regulatory Affairs Assistant | EGO PHARMACEUTICALS**

I recommend this course be offered as an ongoing opportunity for more staff. When I think about the volume and diversity of e-mail content, sources, expectations in terms of action, information, etc; this subject should be available to everyone! We don't get told how to use e-mail well, and this subject has opened up a lot of areas of knowledge that I knew nothing about. Conversations with others in our organisation strongly suggests it's the same for most people.

**YARRA RANGES SHIRE COUNCIL**

You asked me to report back and I am pleased to let you know I have cleared my back log of emails (400+)! Thank you so much for your guidance, strategies and, in particular, the one-on-one training – I feel like a ton of bricks has just been lifted from my shoulders!

**Kathryn Baldock | Executive Assistant | Development & Community Services | INDIGO SHIRE COUNCIL**

Taming the email tiger was definitely the best/most valuable training I have done for many years, I didn't realise how inefficient my work with email had become, over time I guess you get into bad habits that you don't even identify as habits? I am a very happy camper and have no complaints.

**Anne Cartwright | District Support Co-ordinator | CFA NORTH EAST REGION**

Can I just say that you have completely changed my life at work after attending your training on Tuesday. Even less than 2 days after and living in my Calendar and not in my in-box I am less stressed and feel more in control than I have since starting here 4 and half years ago. To not worry about having to remember everything is beyond fantastic.

I am telling everyone I can about it so I feel a bit like a disciple of a new cult - lol. Can't say thank you enough!! I have also made sure to thank the powers that be who allowed this training to occur.

**Jenny Juschkat | Manager Dental Services | LATROBE COMMUNITY HEALTH SERVICE**

The sessions have made such a big difference to relieving the pressure I feel daily. Gaining control of e-mails has given me back a degree of control of my days, and made me far more productive. Thank you.

**Marianna Barker | VISIT MERCHANDISE PTY LTD**

I wish to confirm my statement re your presentation on 'Mastering E-mail Overload' was the best presentation I have attended in the past 20 years.

**Andy Forster | FINANCE CONSULTING & ACCOUNTING**

*More testimonials are available across different industries, so please just ask for whatever you need.*

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