

REVOLUTIONISE YOUR INBOX

ONLINE 2022



Solutions 4 Success

PROGRAM OVERVIEW

QELi, in conjunction with Steuart Snooks Enterprises Pty Ltd, is delighted to offer this time and cost-effective online training program to help you get control of your email and workload. Email is central to almost everything you do in your role. It is something you use all day, every day. It's the main method of receiving and managing your workload and yet you've probably had little or no formal training in how to do this effectively. Here's an opportunity to elevate and enhance your skills in this area.

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Registrations close: 18 Apr 2022

\$895 + GST = \$984.50

Register via: <https://qeli.qld.edu.au/revolutionise-your-inbox-online/>

PROGRAM OBJECTIVES

The *Revolutionise Your Inbox Online Program* will enable you to:

- ▶ Get control of email interruptions
- ▶ Reduce distraction from your higher priority tasks and projects
- ▶ Establish a proven method to get and keep the inbox organised and under control
- ▶ Set up a system to streamline and better manage workload
- ▶ Restructure email storage for quicker filing and retrieval

PROGRAM OUTCOMES

- ▶ Save 74 mins per day
- ▶ Save 39 days per year
- ▶ Save 15-18% of salary cost
- ▶ Eliminate a major cause of stress, frustration, dissatisfaction, burnout
- ▶ Free up heaps of headspace
- ▶ Create a proactive working focus
- ▶ End each day with an organised inbox, clear mind and sense of calm

WHO SHOULD ATTEND?

All educators, from teachers through to system leaders, and corporate services and school support staff

PROGRAM STRUCTURE

WELCOME & PREPARATION

Week commencing 18 Apr 2022

VIRTUAL WORKSHOP SERIES

Virtual Workshop 1 - 28 Apr 2022, 3.30pm to 4.30pm QLD time:

Shift working focus from Inbox to Calendar | How often to check email | Best times to schedule specific time for email | Turn off all alerts | Manage others expectations

Virtual Workshop 2 - 5 May 2022, 3.30pm to 4.30pm QLD time:

How to handle each new email only once | Store WHAT you need WHERE you need until WHEN you need it – free up headspace | Set up the revolutionary Triage View of your inbox

Virtual Workshop 3 - 12 May 2022, 3.30pm to 4.30pm QLD time:

The proven and powerful 4D method | Best frequency for 4D Triage vs 4D Treatment | Convert email tasks into calendar | Advanced features for managing workload

Virtual Workshop 4 - 19 May 2022, 3.30pm to 4.30pm QLD time:

Identify the real bottleneck to your productivity | 7 ways to speed up and automate email replies and processing | Harness the hidden potential of Outlook tools

Virtual Workshop 5 - 26 May 2022, 3.30pm to 4.30pm QLD time:

Reduce mailbox size | Separate complete from incomplete | Simplify email folders | Use single email folder for everything | Harness the power of Search

CERTIFICATE

Week of 30 May 2022

Q&A REVIEW SESSION

2 Jun 2022, 3.30pm to 4.30pm QLD time

